



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

## BOARD OF DIRECTORS' MEETING – SEPTEMBER 20, 2021 A G E N D A

### 7:00 pm Study Session/Executive Session; Personnel, Confidential, Legal Information

---

1. Call to Order/Opening Exercises
2. Approval of minutes
3. Building reports
4. Student report
5. Assistant Superintendent report
6. Superintendent report
7. Public comment on agenda related items
8. [Honors/Recognitions](#)
9. Treasurer's report
10. Recommendations for Board action
  - a. [Finance](#)
  - b. [Ways & Means/Curriculum](#)
  - c. [Personnel](#)
  - d. [Property & Supplies/ Use of Facilities](#)
11. Other business which may properly come before the Board
12. Public comment on non-agenda items
13. [Dates to Remember](#)
14. Adjourn business meeting

- [Link for Live YouTube Streaming](#)

- [Link for Public Comment](#)



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF DIRECTORS' MEETING – SEPTEMBER 20, 2021

## AGENDA

---

### ITEMS RECOMMENDED FOR ACTION:

#### FINANCE

1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

**\$2,899,105.56**

Check #10006149 to Check #10006267

Void Check #10006201

Wire #8000000125 to Wire #8000000134

Wires include credit card transactions

Ach #9000009949 to Ach #9000010674

from the Capital Reserve Account **\$18,930.00**

Check #30000142

from the Cafeteria Account **\$4,272.39**

Check #50000742 to Check #50000746

and from the Construction Account Bond 2019: **\$235,000.00**

Check #45000485

for a total of **\$3,157,307.92**

2. **(Finance)** Recommend that PDE-2087 Monthly Reimbursement Voucher, School Lunch and Milk Program be accepted as a financial report on the operation and filed for audit.
3. **(Finance)** Recommend approval of Co-ed Bowling as a PIAA sport offering beginning the 2021-2022 winter season.

#### ADDITIONAL FINANCE

N/A

[To Agenda](#)

## WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of Elena Prado Garcia from Spain as a foreign exchange student for the 2021-2022 school year, retroactive to August 24, 2021. (Host parent: Sephanie Keech)
2. ***(Ways & Means/Curriculum)*** Recommend approval of Maelle Le Moal from France as a foreign exchange student for the 2021-2022 school year, retroactive to August 24, 2021. (Host parent: Jeffrey & Jacqueline Null)
3. ***(Ways & Means/Curriculum)*** Recommend approval of Dylan Fissel (Grade 12) as a tuition student for the 21-22 school year, retroactive to August 24, 2021. (Parent: Mrs. Anna Snyder)
4. ***(Ways & Means/Curriculum)*** Recommend authorizing Bobbi Bican to attend the LIU School Crisis Conference, sponsored by the LIU and WellSpan EAP, on November 3, 2021, from 8:00 am to 3:00 pm, at no cost to the District.
5. ***(Ways & Means/Curriculum)*** Recommend accepting the donation of a utility golf cart for the 2021-2022 school year from Golf Cart Services Inc. valued at \$3,000.00.
6. ***(Ways & Means/Curriculum)*** Recommend accepting the donation of school supplies from the villagers and the team at Cross Keys Village during their back to school drive for the 2021-2022 school year.
7. ***(Ways & Means/Curriculum)*** Recommend approval of the establishment of the New Oxford Athletic Booster Club which will be an all inclusive sports club for the district beginning in the 2021-2022 school year.
8. ***(Ways & Means/Curriculum)*** Recommend approval of the Comprehensive Planning Committee for 2021-2022, retroactive from August 24, 2021.

### [To Planning Committee Members](#)

9. ***(Ways & Means/Curriculum)*** Recommend approval to adopt the updated Board Policy #201 (Admission of Students).

### [To Board Policy #201](#)

10. ***(Ways & Means/Curriculum)*** Recommend approval to adopt the updated Board Policy #204 (Attendance).

### [To Board Policy #204](#)

11. ***(Ways & Means/Curriculum)*** Recommend approval of the Curriculum Scope and Sequence for Digital Citizenship Implementation for the 2021-2022 school year.

### [To CVSD Digital Citizenship](#)

## ADDITIONAL WAYS AND MEANS

12. ***(Ways & Means/Curriculum)*** Recommend approval of the following CVOA 2021-2022 Student/Parent Handbooks.

[CVOA - Student/Parent Handbook - NOE/CTE](#)

[CVOA - Student/Parent Handbook - CVIS](#)

[CVOA - Student/Parent Handbook - NOMS](#)

13. ***(Ways & Means/Curriculum)*** Recommend authorizing Jennifer Engelhardt to attend the ServSafe Food Safety Program, sponsored by Penn State Extension in Chambersburg, PA on October 4, 2021, from 8:30 am to 4:00 pm, and on October 11, 2021 from 8:30 am to 12:00 pm with all expenses to be paid or reimbursed by the District, not to exceed \$185.00, plus the cost for a substitute for 2 days.
14. ***(Ways & Means/Curriculum)*** Recommend authorizing David Bowman to attend the PME A October In-service, sponsored by PA Music Educators Association at Millersville University on October 11, 2021 with all expenses to be paid or reimbursed by the District, not to exceed \$411.04.
15. ***(Ways & Means/Curriculum)*** Recommend authorizing Melissa Gantz to attend the IXL Live, sponsored by IXL, held virtually on September 30, 2021, from 8:00 am - 12:15 pm with all expenses to be paid or reimbursed by the District, not to exceed \$75.00.
16. ***(Ways & Means/Curriculum)*** Recommend authorizing Jennifer Shearer to attend the Marketplace Makeover, sponsored by LIU #12, held at LIU #12 in New Oxford, PA on September 29, 2021, from 8:00 am - 3:30 pm with all expenses to be paid or reimbursed by the District, not to exceed \$99.00.
17. ***(Ways & Means/Curriculum)*** Recommend authorizing ten (10) members of FFA, accompanied by Kristyn Cales and Rick Jones to travel to Altoona, PA from 6:00 am to 6:30 pm on October 5, 2021, to attend an FFA Leadership Conference, with all costs to be paid or reimbursed by the District, not to exceed \$43 for travel, and the cost of 2 substitutes for 1 day.
18. ***(Ways & Means/Curriculum)*** Recommend authorizing eight (8) members of the select 6th grade orchestra, accompanied by Lauren Forshey, to travel to Spring Grove Middle School in Spring Grove, PA from 8:30 am to 5:15 pm on November 12, 2021, to attend the Pigeon Hills String Invitational, at no cost to the District, except travel by van.

[To Agenda](#)

## **PERSONNEL**

1. ***(Personnel)*** Recommend acceptance of the resignation of Tracy Leonard, instructional aide at Conewago Valley Intermediate School, effective August 11, 2021.
2. ***(Personnel)*** Recommend acceptance of the resignation of Laura Brianne Carter, social studies teacher at New Oxford High School, effective August 16, 2021, however, held until either the position is filled or October 15, 2021.
3. ***(Personnel)*** Recommend acceptance of the resignation of Darren Groft, middle school cross country assistant coach, effective August 11, 2021.
4. ***(Personnel)*** Recommend acceptance of the resignation of Grace Moser, middle school musical director, effective August 13, 2021.
5. ***(Personnel)*** Recommend acceptance of the resignation of Gail Anderson, middle school girls soccer coach, effective August 18, 2021.
6. ***(Personnel)*** Recommend acceptance of the resignation of Jason Cross, boys lacrosse head coach, effective August 19 2021.
7. ***(Personnel)*** Recommend acceptance of the resignation for the purpose of retirement of Dr. Margo Singer, psychologist at New Oxford High and Middle Schools, effective December 31, 2021.
8. ***(Personnel)*** Recommend acceptance of the resignation of Angela Rothenhoefer, instructional aide at New Oxford Elementary School, effective at the end of the day on September 14, 2021.
9. ***(Personnel)*** Recommend approval of increasing the daily rate for permanent building substitute teachers to \$135 per day, retroactive to August 24, 2021. The current rate of \$115 per day will remain in effect for day-to-day substitute teachers.
10. ***(Personnel)*** Recommend approval of the following professional position transfers for the 2021-2022 school year:
  - Dr. Stephanie Mueller from reading intervention specialist at Conewago Valley Intermediate School to social studies teacher at New Oxford High School, effective October 4, 2021, or upon her current position being filled.
11. ***(Personnel)*** Recommend approval of the following support staff position transfers for the 2021-2022 school year:
  - TerrieLynn Garver- Light from part time cashier (Category 6A) to assistant head cook at Conewago Valley Intermediate School (Category 3A), at the wage established in Addendum A\* (Range 4c), retroactive from August 23, 2021.
  - Rebecca Laughman from substitute support staff to part time food service worker at New Oxford High School (Category 6A), at the wage established in Addendum A\* (Range 4e ), retroactive from September 7, 2021.

12. **(Personnel)** Recommend approval of an unpaid leave of absence for Sarah Smyser, grade 5 teacher at Conewago Valley Intermediate School, such leave to begin approximately October 1, 2021 and extend through December 14, 2021 providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
13. **(Personnel)** Recommend employment of Dr. Garry Himes as Principal of Career and Technical Education at New Oxford High School, effective upon release from the previous district or by October 18, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
14. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Alexandra Heller (retro 8/23/21)	Cross Country Asst. Coach (MS)	\$1,357.00
Brandon Mejia (retro 8/16/21)	Boys Soccer Asst. Coach	\$2,630.00

15. **(Personnel)** Recommend employment of Sarah Ruffner as a Temporary Professional Employee - Grade 4 Teacher at Conewago Valley Intermediate School, at a salary equal to Instructional 1, Step 2 of the applicable negotiated agreement, retroactive from August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
16. **(Personnel)** Recommend employment of Melissa Stalcup as an instructional aide at Conewago Township Elementary School, (Category 3A) at the wage established in Addendum A\*(Range 3b), retroactive from August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
17. **(Personnel)** Recommend employment of Jacquelyn Temple as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in Addendum A\*(Range 3b), retroactive from August 17, 2021, pending having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend employment of Tyler Dell as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in Addendum A\*(Range 3b), retroactive from August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
19. **(Personnel)** Recommend employment of Katelynn Lawrence as an instructional aide (PCA) at Conewago Township Elementary School, (Category 3A) at the wage established in Addendum A\*(Range 3b), retroactive to August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
20. **(Personnel)** Recommend employment of Miranda Koons as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in Addendum A\*(Range 3b), retroactive from September 7, 2021, pending having met all required Federal, State, and local hiring regulations.

21. **(Personnel)** Recommend employment of Peggy Schildt as a part time food services worker at New Oxford Middle School, (Category 6A) at the wage established in Addendum A\*(Range 4e), retroactive from August 23, 2021, pending having met all required Federal, State, and local hiring regulations.
22. **(Personnel)** Recommend employment of Valerie Scott as a part time food services worker at Conewago Valley Intermediate School, (Category 6A) at the wage established in Addendum A\*(Range 4e), retroactive from August 23, 2021, pending having met all required Federal, State, and local hiring regulations.
23. **(Personnel)** Recommend employment of Lori Harpine as a part time food services worker at Conewago Valley Intermediate School, (Category 6A) at the wage established in Addendum A\*(Range 4e), retroactive from August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
24. **(Personnel)** Recommend employment of Suzzette Sponseller as a part time food services worker at New Oxford High School, (Category 6A) at the wage established in Addendum A\*(Range 4e), retroactive from September 7, 2021, pending having met all required Federal, State, and local hiring regulations.
25. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Barbara Biles (retro to 9/16/21)  
 Holly Jones  
 Peyton Motter (CTE - Building Sub, retro 8/24/21)  
 Ashley Small (NOE - Building Sub, retro 9/7/21)

26. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Beverly Dieter (Cafe - retro 9/7/21)                      Suzzette Sponseller (Cafe - retro 8/23/21)

27. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Anders, Kelsey N.	Ayres-Malinowski, Karen L.	Bolden, Cathy A.
Bolden, Jobie D.	Bolden, Scott A.	Cherry, Geoffrey C.
Cherry, Kimberly K.	Davis, Heath M.	Forbes, Kathy A.
Gingerich, Kathryn L.	Goodwin, Melissa D.	Gorczynski, Heather M.
Gregg, Tori D.	Hess, Morgan A.	Jackson, Amanda L.
Keiser, Alison R.	Krebs, David M.	Long, Kaitlynn M.
Ludwig, Melissa J.	Marriott, Amanda J.	McFeaters, TracyD.
Miller, Kristy M.	O'Brien, Breezey	O'Brien, Katelyn A.
Ringrose, Brandy K.	Sanders, Maria E.	Sigman, Jessica A.
Trish, Amanda L.	Wilkes, Dustin A.	Zimmerman, Elizabeth E.

## ADDITIONAL PERSONNEL

28. **(Personnel)** Recommend acceptance of the resignation of Laurel Brown, nurse at Conewago Valley Intermediate School, effective at the end of the day on November 19, 2021.
29. **(Personnel)** Recommend acceptance of the resignation of Jacquelyn Temple, instructional aide at Conewago Valley Intermediate School, effective at the end of the day on September 17, 2021.
30. **(Personnel)** Recommend acceptance of the resignation of Denise Miller, swimming head coach, effective September 9, 2021.
31. **(Personnel)** Recommend approval of an unpaid leave of absence for Brittany Storms, instructional aide at Conewago Valley Intermediate School, such leave to begin approximately October 18, 2021 and extend through January 2, 2022 providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
32. **(Personnel)** Recommend approval of the following support staff position transfers for the 2021-2022 school year:
- Beverly Dieter from substitute support staff to part time food service worker at New Oxford Middle School (Category 6A), at the wage established in Addendum A\* (Range 4e ), retroactive from September 9, 2021.
  - Lori Greenholt from substitute support staff to part time food service worker at New Oxford Elementary School (Category 6A), at the wage established in Addendum A\* (Range 4e ), retroactive from September 13, 2021.
33. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Bittinger, Tasha M.  
Fitzpatrick, Lindsay J.  
Haring, Sara C.  
Lehr, Nikki M.  
Oberlander, Chloe J.  
Spielman, Wendy M.

Dusseau, Heather O.  
Gebhart, Crystal L.  
Kelly, Lauren M.  
Miller, Ashley A.  
Rill, Tonja A.  
Wherley, Amber M.

Fissel, Alisha M.  
Guiher, Brandon L.  
Kraus, Natalie J.  
Moore, Kristopher M.  
Senft, Kelly A.

[To Agenda](#)



## **PROPERTY & SUPPLIES (USE OF FACILITIES)**

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the Mason Dixon Youth for Christ/Campus Life, with Perry Motter as representative, to use a New Oxford Middle School classroom and outdoor recess areas on Thursdays, beginning September 23, 2021 through May 19, 2022, from 2:45 pm to 4:30 pm, for the Campus Life Club, with charges as listed in Board Policy #707, and with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the New Oxford Beginning Champions, with Brian Tomecek as representative, to use the New Oxford Middle School Auxiliary Gymnasium on Mondays, Wednesdays, and Thursdays, beginning November 15, 2021 through April 1, 2022, from 6:00 pm to 8:00 pm, for the Beginning Champions Wrestling Practice, with charges as listed in Board Policy #707, and with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

**Campus Life - Rental Charge - \$50.00; Utility Charge - \$50.00; Custodial charges at \$35 per hour if deemed necessary. Total estimated charges = \$100.00.**

**New Oxford Beginning Champions - Utility Charge - \$100.00; Custodial charges at \$35 per hour if deemed necessary. Total estimated charges = \$100.00**

## **ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES**

N/A

[To Agenda](#)

## **DATES TO REMEMBER**

- **October 4, 2021**                      **Study Session - District Office - 7:00 PM**
- **October 11, 2021**                      **Board Meeting – District Office – 7:30 PM**
- **November 1, 2021**                      **Study Session - District Office - 7:00 PM**
- **November 8, 2021**                      **Board Meeting – District Office – 7:30 PM**
- **December 6, 2021**                      **Reorganization Board Meeting-District Office-6:30 PM**

[To Agenda](#)

# CONGRATULATIONS!

Congratulations to Anya Rosenbach who was one of 5 students nominated for and subsequently received the Times Area Player of the Week for September 13, 2021!!

[To Agenda](#)



*Conewago Valley School District*

**2021-2022 Comprehensive Planning Steering Committee**

<b>Christopher</b>	<b>Rudisill</b>	Superintendent
<b>Sharon</b>	<b>Perry</b>	Assistant Superintendent
<b>Jeffrey</b>	<b>Kindschuh</b>	School Board Vice-President
<b>Christopher</b>	<b>Bowman</b>	NOHS Principal
<b>Drew</b>	<b>Little</b>	NOHS Assistant Principal
<b>Alecia</b>	<b>Kraus</b>	NOHS Assistant Principal
<b>Matthew</b>	<b>Muller</b>	NOMS Principal
<b>John</b>	<b>Beeman</b>	NOMS Assistant Principal
<b>Lawrence</b>	<b>Sanders</b>	CVIS Principal
<b>Andrew</b>	<b>Walker</b>	CVIS Assistant Principal
<b>Christopher</b>	<b>Cobb</b>	NOE Principal
<b>Autumn</b>	<b>Zaminski</b>	CTE Principal
<b>Doug</b>	<b>Epley</b>	Director of Technology
<b>Lynne</b>	<b>Miller</b>	Supervisor of Student Services
<b>Stephanie</b>	<b>Corbin</b>	Director of Special Education
<b>Stephanie</b>	<b>Mueller</b>	CVEA District-Wide
<b>Amanda</b>	<b>Sipe</b>	CVEA District-Wide
<b>Katie</b>	<b>Yaukey</b>	NOE Teacher
<b>Jill</b>	<b>Smith</b>	CTE Teacher
<b>Jessica</b>	<b>Plank</b>	CVIS Teacher
<b>Joanna</b>	<b>Knott</b>	CVIS Teacher
<b>Tony</b>	<b>Angelini</b>	NOMS Teacher
<b>Sarah</b>	<b>Lewis</b>	NOHS Teacher
<b>Ashlie</b>	<b>Murren</b>	NOHS Teacher
<b>Bonnie</b>	<b>Little</b>	Support Staff - CVIS
<b>Lori</b>	<b>Baxter</b>	Support Staff - NOHS
<b>Ken</b>	<b>Armacost</b>	Coach
<b>Caitlynne</b>	<b>Edwards</b>	Coach

<b>Krista</b>	<b>Hayward</b>	CVSD Foundation for Education President
<b>Diana</b>	<b>Fasnaught</b>	Director for Ready to Learn/United Way of Adams County
<b>Lauren</b>	<b>Herring</b>	Photographer
<b>BJ</b>	<b>Wilke</b>	Wilke Enginuity
<b>Shawn</b>	<b>Cuffley</b>	Eastern Regional Police Department
<b>Janelle</b>	<b>Boyer</b>	Children's Aid Society
<b>Mackinzie</b>	<b>Loughlin</b>	Jacobs Tool and Manufacturing/Liaison with the Hanover Chamber of Commerce
<b>Samiah (Sami)</b>	<b>Slusser</b>	Strategic Prevention Framework Director/Center For Youth and Community Development
<b>Kendall</b>	<b>Bowman</b>	Student - CVIS
<b>Meredith</b>	<b>Bergen</b>	Student Council President - NOMS
<b>Tanner</b>	<b>Haugh</b>	Student Council Executive Officer - NOMS
<b>Abby</b>	<b>Sullivan</b>	Student Council President - NOHS
<b>RyLee</b>	<b>Haugh</b>	Student Council Vice-President - NOHS
<b>Nicki</b>	<b>Redding</b>	Parent - CTE
<b>Jessica</b>	<b>Barajas</b>	Parent - NOE
<b>Jerle &amp; Tasha</b>	<b>Byrd</b>	Parent - CVIS
<b>Tiffanie</b>	<b>Garmin</b>	Parent - NOMS
<b>Jennifer</b>	<b>Haugh</b>	Parent - NOMS & NOHS
<b>Melissa</b>	<b>LaVallee</b>	Parent - NOHS
<b>Amy</b>	<b>Still</b>	Parent - NOHS

[Back to Ways & Means/Curriculum](#)

## Board Policy #201

Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	Board Approval
Adopted	August 13, 2018
Last Revised	September 21, 2020

### Authority

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### Guidelines

#### First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as six (6) years by September 1st, in accordance with state law and regulations.[\[4\]](#)[\[5\]](#)[\[6\]](#)

#### Kindergarten

The Board establishes the district's entry age for kindergarten as five (5) years by September 1st, in accordance with state law and regulations. ~~Students meeting the district's entry age for kindergarten must be registered by the first day of school.~~[\[8\]](#)

### Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[\[9\]](#)[\[10\]](#)

### Legal

1. 22 PA Code 11.12
  2. 22 PA Code 11.41
  3. 24 P.S. 1301
  4. 22 PA Code 11.15
  5. 24 P.S. 1304
  6. 24 P.S. 1326
  7. 22 PA Code 11.16
  8. 22 PA Code 11.14
  9. Pol. 200
  10. Pol. 203
- 24 P.S. 503  
22 PA Code 4.41

[Back to Ways & Means/Curriculum](#)

## Board Policy #204

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Board Adoption
Adopted	August 13, 2018
Last Revised	August 10, 2020

### Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

### Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than **six**eight (68) years of age, until the student reaches **eigh**seven (187) years of age. ~~Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18).~~ The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

## Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]\[11\]](#)

The Superintendent or designee shall require acknowledgement of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Ensure that students legally absent have an opportunity to make up work. **Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements..**

## Guidelines

### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[2\]\[5\]\[14\]\[15\]](#)[\[16\]\[17\]\[18\]\[19\]\[20\]](#)

**Upon request and with the required approval, t**The following **students** shall be excused from the requirements of attendance at district schools, ~~upon request and with the required approval:~~

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]\[7\]\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]\[18\]\[24\]\[25\]\[26\]\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)



6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[7\]](#)[\[15\]](#)

### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. **Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory. [6]**
3. Quarantine.
4. Impassable Roads.
5. Required court attendance.
6. Death in family.
7. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[6\]](#)
8. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[\[28\]](#)
9. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[6\]](#)[\[29\]](#)
  - a. The person in parental relation submits a Pre-Arranged Absence Form for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
  - d. The student is responsible for all classwork, homework, projects, test/exams and activities missed during the absence.
10. College or postsecondary institution visit, with prior approval, and that the student provide a note or letter of verification from each respective institution within five (5) days of their return.
11. **Participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. [6] The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location and time of the event or funeral. The student shall furnish the signed excuse to the school district prior to being excused from school.**
12. Urgent reasons related to homelessness and foster care.[\[3\]](#)[\[6\]](#)[\[30\]](#)[\[31\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

The Board reserves the right to reject a college visitation if the number of absences becomes excessive and/or interferes with the student's educational standing.

Educational tours or trips should not be approved during any of the PSSA or Keystone Exam testing days. Attendance during these times is of utmost importance for the education of students.

#### *Temporary Excusals –*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[32\]](#)
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

#### *Parental Notice of Absence –*

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence. **If the district deems the excuse note to satisfactorily explain one of the reasonable causes for absence from school, the absence shall be excused.**

A maximum of fourteen (14) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All **excused** absences beyond **eighteen**~~twenty-one~~ (18~~21~~) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused/unlawful.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

#### *Parental Notification –*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

#### Enforcement of Compulsory Attendance Requirements

##### *Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides

in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[33\]](#)

The notice shall:[\[33\]](#)

1. **Be in the mode and language of communication preferred by the person in parental relation; and**
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[33\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[33\]](#)

*School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and make attempts by telephone of the date and time of the SAIC.[\[33\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the SAIC:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[33\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and appropriate district staff.[\[33\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has passed and the student has incurred six (6) or more days of unexcused absences.[\[33\]](#)

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[\[34\]](#)

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[\[34\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [\[34\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [\[34\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC. [\[34\]](#)

### Late Arrivals

Students arriving late to school should report directly to the main office where the tardiness will be recorded. The student will be responsible to return the Absence or Tardiness Excuse note for this late arrival the next day. Late arrivals may accumulate and be counted as actual unlawful/unexcused absences. Repeated Instances of unexcused morning tardiness may result in disciplinary action.

Students arriving within ninety (90) minutes after the official start of school will be charged with tardiness. Students arriving after ninety (90) minutes will be charged with a half-day absence.

A principal may excuse a student for late arrivals when s/he receives satisfactory evidence of such mental, physical or other urgent conditions, which may reasonably cause the student's tardiness.

A student's tardiness due to an appointment with a health care provider must be verified in writing by the next school day by bringing to the school office an excuse card signed by the attending health care provider and submitted as outlined in building handbooks. Lack of a health care provider's note would constitute a tardiness/half-day absence.

### Early Departures

Students departing early from school should report directly to the main office where the early departure will be recorded. The student will be responsible to return the Absence or Tardiness Excuse note for this early departure the next day.

An absence in excess of ninety (90) minutes before the close of school will constitute a half-day absence.

A student's early departure due to an appointment with a health care provider must be verified in writing the next school day after the early departure occurs by bringing to the school office an excuse card signed by the attending health care provider. Lack of a health care provider's note would constitute an unexcused early departure. Unexcused early departures may accumulate as actual unlawful/unexcused absences.

### *Filing a Citation –*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student. [\[35\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[35\]](#)

### Take Your Child to Work Day

Upon written request from parents/guardians, a student shall be excused from regular school attendance for the nationally recognized Take Your Child to Work Day provided that the absence is pre-approved at least twenty-four (24) hours in advance and the student has maintained a regular pattern of school attendance. Any make-up work missed must be submitted to the teacher within twenty-four (24) hours of the absence.

### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)[\[36\]](#)[\[38\]](#)

### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[33\]](#)

### Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 22 PA Code 11.31
25. 22 PA Code 11.31a
26. 24 P.S. 1327.1
27. Pol. 137

**28. 22 PA Code 11.21**  
**29. 22 PA Code 11.26**  
**30. Pol. 251**  
**31. Pol. 255**  
**32. 24 P.S. 1546**  
**33. 24 P.S. 1333**  
**34. 24 P.S. 1333.1**  
**35. 24 P.S. 1333.2**  
**36. Pol. 103.1**  
**37. Pol. 113.3**  
**38. Pol. 114**  
**22 PA Code 11.24**  
**22 PA Code 11.8**  
**24 P.S. 1333.3**

**[Back to Ways & Means/Curriculum](#)**

# 2021/22 CVSD Digital Citizenship Implementation

Kindergarten		Instructional Team
Media Balance is Important	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Safety in My Online Neighborhood	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
First Grade		
Pause & Think Online	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Internet Traffic Light	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Second Grade		
We, the Digital Citizens	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Digital Trails	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Third Grade		
The Power of Words	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Your Rings of Responsibility	<a href="#">Nearpod Lesson</a>	Mrs. Smith, keyboarding
Fourth Grade		
Keeping Games Fun and Friendly	<a href="#">Nearpod Lesson</a>	Guidance/Library
Our Online Tracks	<a href="#">Nearpod Lesson</a>	Guidance/Library
Fifth Grade		
Is it Cyberbullying?	<a href="#">Nearpod Lesson: What's Cyberbullying?</a>	Guidance
You Won't Believe This!	<a href="#">Nearpod Lesson</a>	Guidance
Sixth Grade		
Digital Drama Unplugged	<a href="#">Nearpod Lesson</a>	Library
Chatting Safely Online	<a href="#">Nearpod Lesson</a>	Library
Seventh Grade		
Upstanders and Allies: Taking Action Against Cyberbullying	<a href="#">Nearpod Lesson</a>	Guidance
The Power of Digital Footprints	<a href="#">Nearpod Lesson</a>	Guidance

<b>Eighth Grade</b>		
Responding to Online Hate Speech	<a href="#">Nearpod Lesson</a>	Guidance
Social Media and Digital Footprints: Our Responsibilities	<a href="#">Nearpod Lesson</a>	Guidance
<b>Ninth Grade</b>		
Protecting Online Reputations	<a href="#">Nearpod Lesson</a>	Advisory
Chatting and Red Flags	<a href="#">Nearpod Lesson</a>	Advisory
<b>Tenth Grade</b>		
Countering Hate Speech Online	<a href="#">Nearpod Lesson</a>	Advisory
Rewarding Relationships	<a href="#">Nearpod Lesson</a>	Advisory
<b>Eleventh Grade</b>		
Online Disinhibition and Cyberbullying	<a href="#">Nearpod Lesson</a>	Advisory
Who's Looking at Your Digital Footprint?	<a href="#">Nearpod Lesson</a>	Advisory
<b>Twelfth Grade</b>		
The Change You Want to See	<a href="#">Nearpod Lesson</a>	Advisory
We Are Civil Communicators	<a href="#">Nearpod Lesson</a>	Advisory

\*These lessons will meet the [minimum requirements for erate \(funding\) and CIPA](#)- Children's Information Protection Act

[Back to Ways & Means/Curriculum](#)