

Conewago Valley School District

Student & Parent Handbook

2024-2025



Conewago Valley School District
130 Berlin Road
New Oxford, PA 17350
Phone: (717) 624-2157



Table of Contents

Introduction	12
Section 1- District Foundations	13
Conewago Valley School District Board of Directors	13
District Administration Office	13
Building Administration	13
Office Hours and Phone Number	13
School Hours	14
Vision Statement	14
Mission Statement	14
Alma Mater	14
Fight Song	14
Diversity Statement	14
Universal Screenings	14
Belief Statements	15
Student Tip Line - Safe 2 Say Something	15
CVSD Positive Behavioral Intervention & Support (PBIS)	16
Section II - Code of Student Conduct	17
Statutory Authority	17
Student Assignment Within and Outside the District (Board Policy 206)	17
Student Responsibilities	17
Student Attendance	18
Student Arrival Time	19
Definitions	19
Make-up Policy/Absent From School	19
Compulsory Attendance Procedures	19
Truancy	20
Notification	21
Late Arrivals/Early Dismissals	21
Early Departures	22
Tardy Consequences	22
Consequences: Grades K-6	22
Consequences: Grades 7-12	22
Pre-arranged Absences	23
Driver Tests/Eye Exams	23
College Visits	23
Religious Purposes	23



Take Your Child to Work Day	24
Student Behavior Policies- Code of Conduct	24
School-Sponsored Activities and Privileges	25
Bullying/Cyberbullying	25
Definitions	25
Dress and Grooming Guidelines	26
Prohibited Clothing	27
Colonial CTC	27
Drugs, Alcohol, and Prohibited Substance Use	28
Gangs	28
Harassment	29
Definition	29
Sexual Harassment	29
Title IX	29
Ethnic Intimidation	29
Racial Harassment	30
Hazing	30
Vaping/Smoking/Use of Tobacco Products	31
Terroristic Threats/Acts	31
Definitions	31
The Weapons Act of Pennsylvania	31
Behavior Management Procedures	32
End of Year Student Behavior Obligations	32
Responsible Use of Internet and Network Resources	32
Purpose	32
Guidelines	32
Consequences for Inappropriate Use	32
Monitoring CVSD Devices and Accounts	33
Student Search	33
Progressive Discipline Plan	34
Philosophy and General Procedures	34
Student Behavior	35
Progressive Discipline Chart	35
Level I	36
Level II	37
Level III	38
Level IV	39



Types of Consequences	40
Lunch Detention	40
After-School Detention	40
Saturday School	40
Suspension and Expulsion	40
In-School Suspension	41
Out-of-School Suspension	41
Expulsion	41
Due Process for Informal Hearings	41
Alternative Education Program	41
Extra-Curricular Activities	42
Definition	42
Philosophy	42
Physicals	42
Academic Eligibility	42
Attendance Eligibility	43
Demeanor of Audience	43
In-School/Out-of-School Suspension	43
Code of Conduct	43
Disciplinary Procedures	43
Alcohol and Drugs	43
Anabolic Steroids	44
Tobacco Products	44
Sports	44
Fall Spring	44
Winter	45
Transportation Guidelines	45
Student Transportation	45
School Bus Rules and Regulations	45
Rules	45
CVSD Bus Conduct Report Actions	45
School Buses	46
Waiting For the Bus	46
Boarding the Bus	46
Getting Off the Bus	46
Transportation Change	46
Cameras	46



Section III - District General Operating Procedures	47
Address, Telephone and Email Change	47
Admission	47
Guidelines	47
Animals in the School/Classroom	47
Guidelines	47
Building Safety	48
Cafeteria/Food Service	48
Meal costs for the 2023 - 2024 school year are as follows:	49
Cafeteria Point-of-Sale System	49
Child Abuse	50
Child Online Privacy Protection Act (COPPA) Compliance	50
Daily Opening Exercises	50
Discrimination	50
Definitions	50
Emergency Information	51
English Language Learners	51
Program Philosophy	51
Exclusion from Instruction	52
Field Trips	52
Fundraising/Soliciting	52
Gift Policy	52
Grading	52
High School	53
Grading System Middle School and Intermediate School	53
Intermediate specific Grades:	53
Elementary Grading System	53
Grading Procedures	54
Health Services	54
Communicable Diseases	54
Chicken pox	54
Scabies	54
Head Lice Policy and Procedures for Grades K-12	54
Health Services Requirements	55
Prevention	55
Required Immunizations	55
Sunscreen (Non-aerosol)	56



Illness and Treatment	56
Medication	57
Handling and Storage of Medications in the School	57
Administration of Medications During School Hours	57
Naloxone Policy (Narcan)	57
Homebound Instruction	58
Homeless Students	58
Definitions	58
Insurance	59
Integrated Pest Management	59
Parental Custodial Rights	60
PSSA Assessments/Keystone Exams	60
Student Records	60
Student Residency Requirements	60
Skyward Community Portal	60
School Colors/School Mascot	61
School Closings	61
School Counseling	61
School Insurance	62
School Name	62
School Property (textbooks, electronic devices, locks, etc.)	62
iPad Expectations	62
Responsible Use:	62
Using the iPad Outside the District:	62
Care of the iPad:	62
School Visitation	62
School Volunteers	63
Special Education Services	63
Student Assistance Program	63
Student Records	63
Telephone Calls	64
Visitors	64
Withdrawing from School	64
Work Permits	64
Section IV - High School Specific Information	66
General Rules and Regulations	66
Section I. – Responsibilities:	66



Emergency Form	66
Lockers	66
Lost and Found	67
Money and Valuables	67
Student Fees/Debts	67
Section II- Conduct	67
Academic Honesty Policy	68
Purpose:	68
Definition:	68
Consequences:	68
Homework Guidelines	69
Teacher Responsibilities:	69
Parent Responsibilities:	69
Student Responsibilities:	69
Late Homework	70
Section III- General Operations	70
Bell Schedules	70
Electronic/Cell Phone Devices	70
Food Allergies	71
Family Responsibilities	71
Student Responsibilities	71
Gambling	71
National Honor Society	71
Passing between Classes	72
Hall Passes	72
Safety	72
Senior Early Release	72
Student Drivers	72
Student Walkers/Riders with Parents	73
Study Hall	74
The Crossroads (Library)	74
Overdue Materials	74
Lost Materials	74
Forms of Notification	74
Section IV- School Counseling Services	75
Curriculum/Graduation Requirements	75
Career Portfolio (formerly the graduation project)	75



Conewago Valley Online Academy (CVOA)	75
CVOA Handbook 2023-2024 (NOHS)	75
School Counseling	75
Adams County Technical Institute	76
Honor Roll	76
Student Schedule Changes	76
Academic Intervention Services	77
Colonial Learning Center	77
Laurel Life	77
Section V - Middle School Specific Information	77
Bell Schedules	77
Daily Bell Schedule	77
Monday Early Dismissal Bell Schedule	78
Band, Orchestra, Chorus Drop Procedure	78
C.H.A.R.G.E (Positive Behavior Intervention Support)	78
Fun Nights	79
Grading	79
Weighted Grading	79
Re-Learning and Re-Testing Principles and Practices	80
Homework Policy	81
Honor Roll	81
Distinguished Honor Roll	81
Honor Roll	81
Library/Media Center	81
Lockers	82
Lost and Found	82
Hallway passes	82
Personal Communication Devices/Electronic Devices/Laser Pointers	82
Physical Education	82
Exclusion from A.I.D.S. Instruction	83
Restrooms	83
Photo/Image Policy	83
Public Displays of Affection	83
Report Cards	83
Student Government	83
Textbooks and School Supplies	84
Parent Volunteers	84

Whatever It Takes (WIT) Expectations	84
Section VI - Intermediate School Specific Information	86
School Schedules	86
Daily Schedule	86
2 Hour Delay Schedule	86
Band, Orchestra, Chorus Drop Procedure	86
Bullying Program	86
CVIS School Rules Against Bullying Behaviors	87
Bullying Behaviors	88
Physical Aggression	88
Verbal Aggression	88
Social Alienation	88
Intimidation	88
Car Riders	88
Car Rider Procedure	88
Dangerous Toys	89
Electronic Devices / Cell Phones	89
Fun Nights	89
Health Concerns	89
Homework Guidelines	89
Lockers	90
Lost and Found	90
Party Invitations	90
Positive Behavior Support System	90
Procedures for Dealing with Food Allergies	90
Family Responsibilities	90
Student Responsibilities	91
Re-Learning and Re-Testing Process	91
Report Cards	91
Student Expectations	91
Bus Riding Rules	91
Hallway Rules	92
Playground Rules	92
School Pictures	92
School Store	92
School Supplies	92
Student Government	93



Textbooks and School-Owned Materials	93
Weighted Grades	93
Section VII - Elementary School Specific Information	95
Rules for Elementary Schools	95
Bicycle Rules	95
Cell Phones	96
Chewing Gum	96
Dangerous Toys	96
Food Allergy Procedures	96
Family Responsibilities	96
Student Responsibilities	96
Homework	97
Assignments	97
Reading	97
Kindergarten or First Grade Enrollment	97
Library	97
Lost and Found	97
Money to School	97
Parent/Legal Guardian Communication Guide	98
Parent Response to Emergencies	98
Party Invitations	98
Pictures	98
Progress Reports and Conferences	99
Recess and Lunch	99
School Materials and Supplies	99
Student Behavior and Responsibilities	99
C.H.A.R.G.E. Tokens	99
Behavior Supports and Interventions	100
Office Referrals for Major Behavior Infractions	100
Testing	100
Tips for Parents	100
Physical Needs	100
Emotional Needs	101
Out-of-School Activities	101
Homework	101
Health and Sleep	101
Transportation	101



Changes in Transportation	101
Bus Riders	101
Car Riders	102
Office Pick up	102





CONEWAGO VALLEY SCHOOL DISTRICT

Introduction

Dear Parents and Guardians of Conewago Valley School District Students:

We are looking forward to welcoming our students and their families back for the 2024-2025 school year. We are prepared to make sure that we are ready for this upcoming school year. We are proud of their efforts to ensure a safe and healthy start to the school year.

Teachers, administrators and support staff of the Conewago Valley School District are busy with preparations for an engaging year filled with a wide variety of learning experiences and opportunities for our students. Our buildings and campuses, thanks to the efforts of our custodial, grounds, and maintenance staff, look immaculate and ready to welcome our students back on August 19, 2024.

Along with staffing, curriculum, instruction and technology enhancements, we will continue to focus our efforts to provide a safe and healthy environment across the district. We will continue with many protocols and procedures from last school year for all our students, parents, and visitors to allow for a safe and exceptional learning experience and environment.

As the new school year begins, please remember that the most meaningful factor in assisting students to have a successful school experience is our ongoing partnership with you. In order to help your child attain their goals, we need your involvement and support, whether through attending conferences, helping your child at home with schoolwork, or, perhaps most importantly, reinforcing the importance of on-time school attendance.

It is important to work together as a team and community. Remember to stay informed about your child's school and all of Conewago Valley School District through Facebook, Instagram, and our website. Please utilize Skyward for the most up to date information. We look forward to a wonderful school year!

Best Regards,

Dr. Sharon Perry, Superintendent of Schools



Section 1- District Foundations

Conewago Valley School District Board of Directors

Jeffrey Kindschuh, President	Eric Flickinger, Vice President
Mike Buckley, Treasurer	William Getz
Lindsay Krug	David Thad Meckley
Meredith Miller	Melanie Sauter
April Swope	Sharon Perry, Superintendent
Lori Duncan, Secretary (non-voting member)	Brooke Say, Solicitor (Stock & Leader)

District Administration Office

130 Berlin Road ~ New Oxford, PA 17350 ~ Phone: (717) 624-2157

Dr. Sharon Perry, Superintendent	Mr. Joshua Lovejoy, Human Resources Director
Dr. Brad Sterner, Assistant Superintendent	Mrs. Lori Hoffman, Secretary to HR Director
Dr. Charles Trovato, Director of Curriculum	Mr. Nick Zepp, Technology Director
Mrs. Lori Duncan, Business Manager/Board Secretary	Mr. Nathan Makar, Network Administrator
Dr. Stephanie Corbin, Dir of Special Ed & Student Services	Mr. Matt Muller, Director of Safety & Communications
Mrs. Lorrie Hrycek, Supervisor of Spec Ed & Student Services	Mrs. Melissa Stalcup, Secretary to Special Ed Dept.
Mrs. Ashley de Salis, Supervisor of Spec Ed & Student Services	Mrs. Ashley Sprinkle, Director of Food Services
Mrs. Lauri Beans, Secretary to the Superintendent	Mrs. Ashley Ort, Assistant Business Manager
Mrs. Meg Fitzwater, Secretary to Asst. Superintendent	Mrs. Jessica Lawrence, Payroll Specialist
Mrs. Chris Kindschuch, Secretary to Business Manager	Mrs. Linda Swift, PIMS/Database Admin/Registrar
Mrs. Bonnie Little, Transportation Coordinator	Ms. Carol Tucker, Receptionist

Building Administration

Dr. Nancy Herb	New Oxford High School Principal
Mr. Drew Little	Career and Technical Education Principal
Dr. Alecia Kraus	New Oxford High School Assistant Principal

Mr. John Beeman	New Oxford High School Assistant Principal
Mr. Josh Schaffer	New Oxford Middle School Principal
Dr. Garry Himes	New Oxford Middle School Assistant Principal
Mrs. Christina McLaughlin	Conewago Valley Intermediate School Principal
Mr. Mark Herb	Conewago Valley Intermediate School Assistant Principal
Mr. Shaun Wagner	Conewago Valley Intermediate School Dean of Students
Miss Christen Manari	Conewago Township Elementary School Principal
Mr. Darrell Crabbs	Conewago Township Elementary School Dean of Students
Mr. Christopher Cobb	New Oxford Elementary School Principal
Mrs. Jenna Stiner	New Oxford Elementary Dean of Students

Office Hours and Phone Number

New Oxford High	7:00 a.m. – 3:30 p.m.	717-624-2157, ext. 2004 or 2005
New Oxford Middle	7:00 a.m. – 3:30 p.m.	717-624-2157, ext. 3004 or 3005
Conewago Valley Intermediate	7:30 a.m. – 4:00 p.m.	717-624-2157, ext. 4004 or 4005
New Oxford Elementary	7:30 a.m. – 4:00 p.m.	717-624-2157, ext. 7004 or 7005
Conewago Township Elementary	7:30 a.m. – 4:00 p.m.	717-624-2157, ext. 8004 or 8005

School Hours

NOHS	7:30 a.m. – 2:30 p.m.
NOMS	7:30 a.m. – 2:30 p.m.
CVIS	8:40 a.m. – 3:30 p.m.
NOE	8:45 a.m. – 3:15 p.m.
CTE	8:45 a.m. – 3:15 p.m.



Vision Statement

Conewago Valley School District empowers students.

Mission Statement

Conewago Valley School District promotes individual and collaborative excellence enabling students to become competent, confident, and creative builders of the future.

Alma Mater

Hail to thee our Alma Mater
Hail New Oxford High
With our colors proudly flying
on Land, on Sea, in Sky.
Maroon and Gray live for aye
in our hearts and our memories.
Here and now we pledge allegiance
and our loyalty.

Fight Song

Colonials forever, just hear our battle cry
We're out to get victory (say like victory)
V I C T O R Y
So fight to score those (touchdowns, baskets, etc.)
Put (opponent's mascot name) to the test
The maroon and gray will reign
New Oxford is the Best..HEY!

Diversity Statement

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or age. The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.

Universal Screenings

Conewago Valley School District initiated the process of creating systems of academic, behavior, and social-emotional supports linked directly to the assessed needs of our students. This system, known as Multi-tiered Systems of Support (MTSS), provides all students with timely and targeted interventions based upon the results of universal screening tools in reading, math, and behavior.

Universal screening helps to determine which students may be academically or behaviorally “at risk” based on grade level assessments. These screenings can include rating forms, recent results of state or district tests, as well as specific academic tests. These screening assessments are typically administered to all students two or three times per year (Grades K-3, 4-6). Cut-off scores are used to identify students as possibly needing more specialized academic or behavior interventions. The use of universal screenings refines and strengthens our efforts to help all of our students be successful by allowing us to take positive and preventative measures as early as possible.



Belief Statements

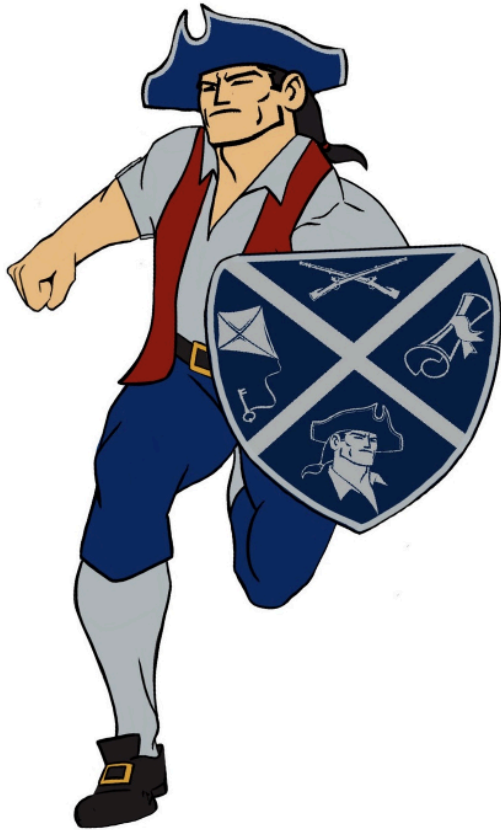
- All students can grow academically, emotionally, physically, and socially.
- All students deserve a safe learning environment. All students have the greatest opportunity to learn in a safe environment.
- All students should be challenged and accept ownership of learning in order to reach their full potential.
- All students should learn the value of collaboration and competition.
- All students will be given a variety of opportunities to assist them in becoming well-rounded individuals.
- All students are responsible for determining their own future with the support of family, community and educators.
- Making learning relevant is the key to engagement.
- Our educational programs provide opportunities for students to be an asset to their school and community.
- Our educational programs provide authentic opportunities to develop basic skills, life skills, critical thinking skills, conflict resolution, and problem solving skills.
- Quality education promotes lifelong learners, leading to new knowledge and personal growth.
- Excellence in education depends on continuous evaluation of curriculum, development of staff, and quality facilities.
- CVSD is a community of respect where each person has intrinsic worth and therefore must be accepted and treated with dignity.

Student Tip Line - Safe 2 Say Something

Safe 2 Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Tips can be phoned in 24 hours a day, 7 days a week to 1-844-SAF2SAY. They can be submitted via the S2SS App or they can be submitted at the S2SS Website <https://www.safe2saypa.org/> The district has a team of administrators who respond to all tips.



Colonials take



C OMMITTED

H ONEST

A DAPTABLE

R ESPECTFUL

G ENEROUS

E NGAGED

Positive Behavioral Interventions and Supports (PBIS) [is an evidence-based](#), tiered framework for supporting students' behavioral, academic, social, emotional, and mental health.

The Conewago Valley School District is excited to implement a consistent set of behavioral expectations through our District-Wide Positive Behavior Intervention and Support (PBIS) framework. The goal of PBIS is to establish the support needed for all students in school to achieve social, emotional, and behavioral success. In CVSD we seek to teach students to take CHARGE by being Committed, Honest, Adaptable, Respectful, Generous, and Engaged.



Section II - Code of Student Conduct

Statutory Authority

As required by the Pennsylvania School Code, public school districts are governed by a School Board that is composed of directors/trustees who serve terms. In compliance with state and federal laws, school boards establish policies and regulations by which their schools are governed. The board works closely with the Pennsylvania Department of Education, state policymakers, and educators to review, develop, and adopt policies and regulations. Administrative regulations and procedures at the district and building levels flow from these laws and policies.

The general authority of school officials can be found in Section 510 of the School Code, which reads in part: *“The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs...as well as regarding the conduct and deportment of all pupils attending public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school.”*

This general authority is extended to administrators and teachers in Section 1317 of the School Code. This section gives school personnel in Loco Parentis (in place of the parent) status and reads: *“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”*

Student Assignment Within and Outside the District (Board Policy 206)

The Board directs that the assignment of students to schools of the District be consistent with proper education of students and the best use of the resources of the District. The Board shall determine periodically the school attendance areas of the District and shall expect the students within each attendance area to attend the school so designated. In assigning pupils to schools within the District, no distinction shall be made on the basis of the student’s race, social class or color. The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified. The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student. The building principal shall assign students in his/her school to appropriate grades, classes or groups. The building principal can also make a recommendation to the director of special education to place students in alternative education settings based on failed attempted interventions to address student behavior. This action shall be based on consideration of the needs of the student as well as the administration of the school. Parental requests that a child NOT be placed in a certain room or with a specific staff member for the following school year must be made, in writing, by June 1st. The letter must state the room/staff member that the parent wishes to have avoided and the specific reason for the request. While this type of request will be considered in assigning students, the request will not be the controlling factor in placement decisions and as such the request may or may not be honored. No requests will be accepted for assignment of a student to a specific room or staff member.

Student Responsibilities

Conewago Valley School District believes that an effective education can best take place in an orderly and disruption-free environment. According to the Pennsylvania State Board of Education regulation, student responsibilities (Section 12.2) are as follows:

1. Regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform to the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for the students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time at all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - j. Report accurately in student media.
 - k. Not use obscene language in student media or on school premises.

Student Attendance

Attendance standards are necessary in order for students to take full advantage of the educational opportunities available to them. The Pennsylvania School Code and the Conewago Valley School District policy require regular daily attendance. As per policy 204, the Board considers the following conditions to 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.
2. Quarantine.
3. Impassable Roads.
4. Required court attendance.
5. Death in the family.
6. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
7. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
8. Non School-sponsored educational tours or trips, if the following conditions are met:
 - a. The person in parental relation submits a Pre-Arranged Absence Form for excusal prior to the absence, within the appropriate time frame.
 - 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, tests/exams and activities missed during the absence.
9. College or postsecondary institution visit, with prior approval, and that the student provides a note or letter of verification from each respective institution within five (5) days of their return.
10. Urgent reasons related to homelessness and foster care.

Student Arrival Times

NOHS	Student Arrival Time: 7:00 am - 7:29 am
NOMS	Student Arrival Time: 7:00 am - 7:29 am
CVIS	Student Arrival Time: 8:30 am - 8:39 am
NOE	Student Arrival Time: 8:30 am - 8:44 am
CTE	Student Arrival Time: 8:30 am - 8:44 am

Definitions

Truancy: Pennsylvania state law defines “truancy” as “three (3) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law].”

Habitually Truant: Pennsylvania state law defines “habitual truancy” as “six (6) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law].”

Unexcused absences are recorded only for students eighteen (18) years of age or older. Such absences are the same as unlawful/illegal absences but are not illegal since students over eighteen (18) years of age are not subject to compulsory attendance laws.

Unexcused Tardiness is the accumulation of both late arrivals and early departures that have been recorded as unexcused. Unexcused tardies (in excess) may accumulate as actual unlawful absences, which may be subject to fines. Tardies shall be considered unexcused if a Tardiness Excuse note has not been submitted to the school office within one (1) day of the recorded tardy.

Unlawful/illegal absences are absences for reasons other than those listed above under “attendance”. Such absences shall be recorded for students less than eighteen (18) years of age. Absences shall be considered unlawful/illegal if an Absence Excuse note has not been submitted to the school office within five (5) school days and may result in disciplinary action.

Make-up Policy/Absent From School

If your child should miss a day of school, he/she will be given a reasonable amount of time to complete missed work. The student is responsible for making arrangements with the teacher(s) to make up missed work upon his/her return to school. A general rule of thumb for making up work is one additional day for each day absent. If your child should miss two or more consecutive days of school, it is recommended that you contact the appropriate



school office to arrange for homework pick-up.

Compulsory Attendance Procedures

Compulsory attendance laws require that a written statement signed by a parent/guardian be submitted to the school for **every day the child is absent**. This includes events when absences extend multiple days. “Absence or Tardiness Excuse Forms” are located on the school district website. Should a student be absent from school, parents/guardians are asked to complete the Absence or Tardiness Excuse Form, or a note by a parent with date, signature, name of student, grade, and student number, and have the child submit it to the school office on the day of his/her return before reporting to homeroom. Additional excuse forms are available throughout the year in building offices. After five (5) days the absence will become an unlawful absence if an excuse form is not turned in from the parent/guardian.

If absence due to illness extends three (3) consecutive days or longer, or if attendance is irregular, school officials may require a physician's statement showing such absence to be justifiable. This authority is to be used only when warranted by the specifics of each case. If you know your child will be absent for a medical or dental appointment, a religious holiday, or a funeral, please contact the school office in advance. If your child is absent from school for an illness, you will receive an automated phone call or email at approximately 9:00 for the middle school and 10:00 for the intermediate school and elementary schools to notify you of your child's absence. At the high school level, an email will be sent to parents/guardians at the end of the school day.

Students who are absent from school are not permitted to attend evening activities on the day of the absence except for unusual circumstances (funeral, emergency, etc.). Permission to attend on the day of an absence shall be granted by the administration.

Attendance Milestone

District Action

1 st Unexcused Absence	Skyward Notification
2 nd Unexcused Absence	Skyward Notification
3 rd Unexcused Absence	PFW – Pre-fine Warning Letter
6 th Unexcused Absence	AIP – Attendance Improvement Plan Mtg
7 th Unexcused Absence	FWL – Fine Warning Letter, possible notification to Advancing School Attendance Program (ASAP), or possible referral to Children and Youth Services (CYS).
10 th Unexcused Absence	F1 – Fine Letter and attendance summary to CYS
20 th Unexcused Absence	F2 – Fine Letter and attendance summary to CYS



Truancy

When a student accumulates three (3) unlawful absences, parents are subject to receiving a first notice (Pre-Fine Warning Letter) that their child is truant from school. The Attendance Improvement Plan Letter will be sent after a student's 6th unexcused absence. This letter will include an invitation to attend a conference to create an Attendance Improvement Plan (AIP). Both parents/guardians and students are obligated to fulfill the requirements of the AIP whether the parent/guardian is able to attend the AIP meeting or not. Once a student has been identified as being truant (7th), Adams County Children and Youth Services may be contacted. Upon accumulating ten (10) unexcused/unlawful absences, a fine may be issued to the parent or the student. The court may impose on the parents of a truant child a fine up to \$300.00 per day of absence and/or community service. Students who are truant from school may lose privileges to school wide events such as dances, fun nights, etc.

Notification

Parents of students who are excessively absent, regardless of absences being excused or unexcused, from school will be notified by a courtesy letter that the school is concerned about the total accumulation of their child's absences. If attendance does not improve after the courtesy letter parents/guardians will be notified again through a "CVSD Doctor Note" letter. The "CVSD Doctor Note" letter requires **all time missed from school thereafter** to be accompanied by a doctor's verification of illness **utilizing only the approved district form (CVSD Doctor Note)**. Failure to produce the required doctor's excuse will result in the absence/tardy/dismissal being recorded as unlawful (unexcused).

Attendance Issue

District Action

Total Absences reach 10 school days	DWL—Doctor Warning Letter
Total Absences reach 15 school days	DNR—Doctor Note Required Letter

Late Arrivals/Early Dismissals

A student who is not in their **assigned area** by the beginning of the official school day will be marked absent. Tardy students should report directly to the main office for a late pass before reporting to their classes. If the student arrives 90 minutes after the school start time, a half (1/2) day of absence (AM) will be recorded. Likewise, if a student leaves school prior to 90 minutes before the end of the day, a half (1/2) day of absence (PM) will be recorded. Students arriving after, or departing prior to 11:00 AM (7-12) and 12:00 PM (K-6), are subject to an unlawful absence being recorded for the entire day unless proper documentation is submitted. A consequence may be assigned after the fifth tardy (see list below). Only medical and emergency excuses will be accepted as excused tardiness.

Building Time Cutoffs

Building	Tardy Range (90 min)	½ Day Absence Range	Early Dismissal Range (90 min)
High School*	7:30-9:00	9:01-12:59	1:00-2:30
Middle School	7:30-9:00	9:01-12:59	1:00-2:30
Intermediate School	8:40-10:10	10:11-1:59	2:00-3:30



Elementary School	8:45-10:15	10:16-1:44	1:45-3:15
-------------------	------------	------------	-----------

*These guidelines are applicable to students that have full-day schedules in the high school.

Early Departures

The school encourages all parents to schedule their child’s medical appointments for hours outside of the school day or on weekends whenever possible. Should it be necessary to be excused early from school for an appointment, parents are asked to complete an early dismissal slip and have their child submit it to the main office the morning of their early dismissal before reporting to their homeroom. The student should report to the office at the time of departure and again upon return to school. Parents/guardians must sign the child out by coming to the main office. At that time, the student will be given an early dismissal slip to be signed by the doctor/dentist/professional appointment to be returned to the school office. If the slip is not returned it may be coded as unlawful/unexcused.

Tardy Consequences

Consequences for excessive tardiness vary depending on the procedures from building to building. Please refer to your specific building section of the handbook for a progressive matrix of consequences. Consequences will be administered for students who arrive after the designated building arrival time.

Consequences: Grades K-8

Attendance Infraction		Attendance Code
5 unexcused tardies	=	½ day unlawful absence
10 unexcused tardies	=	1 unlawful absence
15 unexcused tardies	=	1 ½ days unlawful absence
20 unexcused tardies	=	2 days of unlawful absence
25 unexcused tardies	=	2.5 days of unlawful absence

The cycle will continue in a progressive manner for those students accumulating unexcused tardies in excess of 25.

Consequences: Grades 9-12

Attendance Infraction		Disciplinary Consequence
5 unexcused tardies	=	1 hour Saturday School
10 unexcused tardies	=	2 hours Saturday School
15 unexcused tardies	=	3 hours Saturday School
20 unexcused tardies	=	4 hours Saturday School



25 unexcused tardies

=

4 hours Saturday School

The cycle will continue in a progressive manner for those students accumulating unexcused tardies in excess of 25.

In addition, students who accumulate 10 or more tardies may have the privilege of driving/parking on school property suspended and not be permitted to attend school-sponsored activities such as dances, Prom, May Day and other announced events.

Pre-arranged Absences

Learning is an experience that is not limited to the confines of a school building. Travel or other activities of an educational nature will be considered excused if properly planned and carried out. It is understood that the student who is away for an educational trip is responsible for all classwork, homework, projects, tests/exams and activities missed during the days of absence. Educational Trips are strongly discouraged during the first and last weeks of school. Any pre-arranged absences scheduled during any of the PSSA or Keystone Exam testing days will be unlawful/illegal absences. Attendance during these times is of utmost importance for the education of students. Educational travel is not to exceed ten (10) days during the school year. A student on a trip that leaves United States soil and continues beyond ten (10) school days requires withdrawal from school and readmission upon return.

To qualify for excused educational leave:

1. A Pre-arranged Absence Form must be requested from the office and returned, complete with signatures, a minimum of two (2) days in advance of the planned absence(s).
2. The student must have an attendance rate of 90% or better at the time of request.
3. The student must be passing all classes at the time of request.
4. Pre-arranged absences can not be scheduled during standardized testing windows. Please contact your child's school office to identify when testing is scheduled.

Driver Tests/Eye Exams

Students will be permitted to go for driver permit exams by appointment if such permission is requested in writing by the parent. Students will be excused for appointments to take the driving test with parent permission and verification of the appointment time. Parents and students are encouraged to schedule these appointments as late in the day as possible.

College Visits

We fully support visits to possible future post-secondary institutions. We ask that students provide a note or letter of verification from each respective institution within five days of their return. Please be conscious of the number of visits made during one school year. The administration reserves the right to reject a college visitation if it becomes excessive and/or interferes with the student's educational standing.

Religious Purposes

Upon written request from parents or guardians, students may be excused from school for religious holidays observed by bona fide religious groups. Students may be excused from school to engage in religious instruction for a period not to exceed 36 hours per year. In order for absences to be excused for religious purposes, the following



requirements must be completed:

1. A parent or guardian must sign requests for an excused absence for religious instruction.
2. The organization that is sponsoring the instruction must submit a written statement to include the name/s of the pupil/s to be excused and verification that the instruction took place.

Take Your Child to Work Day

Upon written request from parents/guardians, a student will 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 24 hours in advance (note submitted to the main office) and the child has maintained a regular pattern of school attendance (90% or better). Any make-up work missed is to be submitted to the teacher within 24 hours of the absence. If Take Your Child To Work Day falls during the PSSA window, please contact your child's school office to set up make-up arrangements.

Student Behavior Policies Code of Conduct

The Board of School Directors of the Conewago Valley School District defines the following types of offenses committed by students as being contrary to the rules or regulations adopted by the Board as directed by section 12.3(c) of 22 PA Code Chapter 12 and such offenses will subject students to disciplinary action. Commission of these offenses may lead to exclusion from school in conjunction with restorative practices such as coaching, SAP, and behavior analysis (as required by section 12.6(a) of 11 PA Code Chapter 12).

1. Disobedience, insubordination, or disrespect for the position of those in authority.
2. Misconduct: a. including vulgar language toward teachers, students or visitors; b. including disruption of or material interference with proper school rights of others, however caused.
3. Possession, use, consumption, selling, dispensing, or aiding or abetting the foregoing, of controlled drugs, alcoholic beverages, or tobacco to include smoking and vaping. All prescription drugs must be transported to school offices by parents/guardians, not students.
4. Vandalism or willful destruction of property, school property or other property.
5. Willful intent to do personal harm to any person(s), including fighting and physical injury and including threats, assault, or battery toward teachers or students.
6. Stealing; among other scenarios, this includes taking items from the school entity or other students.
7. Infractions or offense or direct defiance of any of the rules or regulations or policies duly made known or published in student handbooks, memoranda, or otherwise, by teachers, or principals, district superintendent, the School Board, the Pennsylvania Secretary of Education, or the Pennsylvania State Board of Education.
8. The infraction, offense, or direct defiance of any municipal, state, or federal law or regulation.
9. Tardiness from school or class or leaving school without permission.

The following points will be in effect regarding the above code:

1. The Code is in effect during regular school hours as well as at such times and places including school sanctioned/sponsored events, field trips, athletic functions and other activities where appropriate school personnel have jurisdiction over students.
2. During any temporary suspension, a parental conference may be requested by the principal/assistant principal.
3. School Counseling services will be used at any time deemed helpful in dealing with problems associated



with a disciplinary situation. Counselors will not be used in disciplinary actions.

4. Parents will be notified by letter and/or phone when students are suspended.
5. Every student and teacher will have access to the Discipline Code.
6. When a suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing.
7. Any method of discipline based upon ridicule shall not be used.
8. Students suspended out-of-school will not be permitted to attend any co-curricular or extra-curricular activities for the duration of the suspension.
9. Students who are suspended out-of-school are not permitted on school property during the length of their suspension.
10. Punishment for infractions should be related to the offense. Optional disciplinary responses and/or procedures may be modified by the school administrators while using their discretion and judgment in dealing with the unique circumstances of an infraction or with a particular individual.

School-Sponsored Activities and Privileges

The opportunity to maintain privileges and to participate in school-sponsored activities is influenced by the student's attendance and discipline record. Irregular or poor attendance and misconduct are inconsistent with employability traits expected in the workforce. A student's academic success is also impacted by attendance and behavior. To encourage consistent attendance, punctuality and acceptable behavior, the following guidelines may be used to determine eligibility for privileges and school-sponsored activities.

Loss of privileges may accompany the following items:

- Drug/Alcohol/Weapons Violation
- Fighting/Assault/Harassment
- Student accrues 8 or more referrals for the year
- Student falls below 80% attendance
- Student has 7 or more Unexcused school days
- Student has more than 10 tardies
- Student debts
- or any other board policy violations not stated

School-sponsored activities may include dances, fun nights, assemblies, pep rallies, field trips, field day, the Prom, May Day, Camp Cares, and other announced events by administration. Privileges include driving/parking on school property, participation in events beyond the regular school day sponsored by clubs and other school organizations, and additional liberties approved by administration.

Bullying/Cyberbullying

According to Board Policy 249, the Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, creates an imbalance of power, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or



pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. Students and parents are encouraged to report bullying to school administration, school counselors, teachers, or support staff. The School Counseling Department may also provide an Incident Report Form to students.

There are four types of bullying behaviors:

Physical Aggression

- Physical violence against family or friends
- Physical acts that are embarrassing (ex. Pushing, shoving, ear flicking)
- Damaging or stealing property

Verbal Aggression

- Mocking
- Name calling/ethnic slurs
- Teasing about possessions, appearance, clothing, likes/dislikes
- Verbal threats of aggression against a person and/or verbally threatening bodily harm

Social Alienation

- Gossiping and spreading rumors
- Excluding/Isolation by peer group
- Setting someone up to look foolish or take blame

Intimidation

- Threatening to tell personal secrets
- Daring a person to do something inappropriate/disrespectful
- Threatening with a weapon or physical force
- Playing a mean trick on someone (ex. pulling a chair out from under someone, notes that indicate someone likes me)
- Writing mean statements about or to someone
- Not respecting personal space

Dress and Grooming Guidelines

We believe that student dress is the responsibility of the family. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, decency, and appropriateness that does not cause substantial disruption to the educational program.

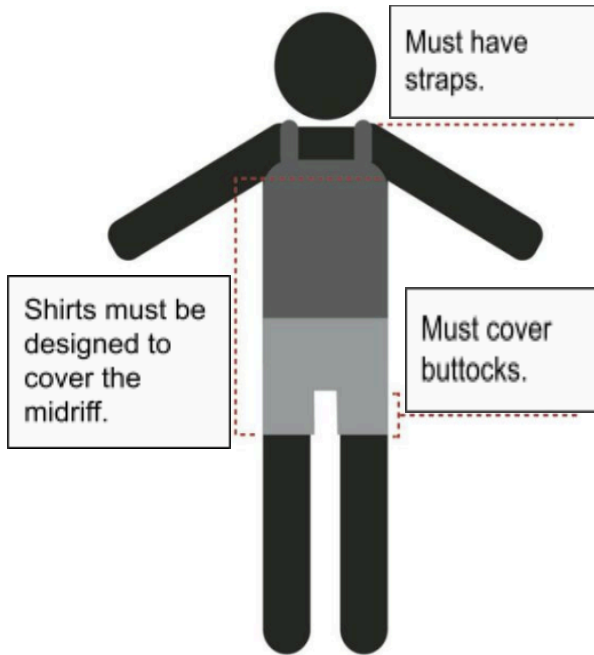
Please refer to the details below regarding attire expectations:

1. Leg wear must cover your buttocks at all times.
2. Clothing must have straps on the shoulder.
3. Clothing must be designed to cover the torso.



Footwear is required at all times. Many learning activities will require closed and supportive footwear. For safety reasons, students will be required to wear appropriate footwear based on the activities designed by the teacher.

Credit for image: Adkins, Andrew. "Roanoke County School Board approves gender neutral dress code." *The Roanoke Times*, 11 July 2019. Dress code adopted in Roanoke (Va.) County schools. (Adaptations made in CVSD verbiage)



All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

Prohibited Clothing

Examples include, but are not limited to:

1. Clothing with language or images that are vulgar, discriminatory, obscene
2. Clothing that promotes illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, drug or gang paraphernalia/culture
3. Head coverings unless required for religious or medical purposes or authorized as part of a special activity
4. Hats, hoods and sunglasses are not necessary inside the building
5. The wearing or attachment of metal objects which may cause damage or injury to persons or school property is not permitted. This may include, but is not limited to, spikes, chains, etc.
6. Costumes, with the exception of days/events announced by administration

Students will be asked to change or remove said items. If students refuse to comply, parents will be notified followed by a disciplinary consequence. It is in the best interest of our students, staff, and administration that we provide a positive and safe learning environment. If a student is found to be in violation of the dress code, it will be addressed in a manner that creates the least amount of disruption to the student's learning process.

Colonial CTC

The following rules, regulations, and guidelines are in place to ensure the safety of students, faculty, and staff of the Colonial Career and Technology Center at New Oxford High School in the Conewago Valley School District.

1. Safety guidelines for each program will be distributed by teachers at the beginning of each semester. Students are responsible to share with their parents/guardians for signatures and return before entering lab areas.
2. Students who do not have the appropriate clothing or safety equipment will not be allowed to work in the labs and will be assigned alternative assignments. Failure to comply will result in discipline referrals.
3. If safety glasses are required, they must meet ANSI Z87 standard.
4. Other than district-owned devices, no other electronic devices will be permitted in the CTC workshop areas. This includes, but is not limited to, personal cell phones, personal iPads, iPods, AirPods, headphones, or earbuds.
5. No students are permitted in any area of the CTC without permission or supervision.



Drugs, Alcohol, and Prohibited Substance Use

In accordance with policy 227, the use, possession or distribution of drugs, alcohol or "look a like" substances is strictly forbidden on the properties of the Conewago Valley School District or at district sponsored functions. The administration assumes the responsibility of maintaining a drug free environment on the grounds and properties of Conewago Valley School District. Steps will be taken to ensure such an environment exists, including the possible use of drug dogs or other intervention techniques. Guidelines have been developed to assist in dealing with suspicious or confirmed incidents of substance abuse. Five categories of student involvement are described in the following guidelines:

- Category I - Student requests assistance on their own initiative.
- Category II - Student suspected of substance abuse or possession but in control of activities.
- Category III - Student displays symptoms requiring referral to medical personnel.
- Category IV - Student is in possession or use of controlled substances on school property.
- Category V - Student requires emergency medical treatment.

A series of steps will be taken by school personnel in dealing with these categories. The first step in all cases will be to ensure the safety and well-being of the student and to provide assistance to the student of concern. In categories II through V school officials may take additional action, which may include, but not be limited to: suspension, expulsion and notification of proper law enforcement agencies. School Board Policy 227, Controlled Substances/Paraphernalia, is available on the district website.

Gangs

Conewago Valley School District recognizes the harm done by the presence and activities of gangs in public schools. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

A "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the district. "Gang-related activity" includes but is not limited to the prohibited conduct set forth below. No student on or about school property or at any school activity will be allowed to:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang;
2. engage in any act – either verbal or nonverbal, including gestures or handshakes – showing membership or affiliation with any gang;
3. engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to, soliciting membership in, or affiliation with, any gang;
4. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
5. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
6. engaging in violence, extortion, or any other illegal act or other violation of school policy;
7. soliciting any person to engage in physical violence against any other person.

Students who engage in these behaviors will be subject to the full range of disciplinary measures ranging from in-school suspension to expulsion based on the totality and severity of the circumstances and the school



administrator's discretion. Law enforcement will be notified when violations of criminal law are detected.

Harassment

According to Policy 103, the Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Definition

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Title IX

Conewago Valley School District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault.

All investigations into sexual harassment and assault reports will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. Conewago Valley School District strives to maintain an environment where all students, staff, and the greater community feel safe.

Ethnic Intimidation

1. In June 1982, the Ethnic Intimidation and Institutional Vandalism Act were signed into law. The Crime Code provision regarding institutional vandalism was amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited



to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespassing, criminal mischief, and arson.

3. Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the dead, school, educational facility, community center, municipal building, courthouse, or juvenile detention center grounds surrounding such places, or personal property located within such places, is an offense now punishable as a felony of the third degree if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second-degree misdemeanor.

Racial Harassment

The Conewago Valley School District seeks to establish and maintain a learning environment free from racial intimidation and/or harassment. It also seeks to provide a system of review, should an allegation of such conduct be made. Racial harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action. Unwelcome comments or conduct directed toward a person's race, color, or national origin constitute racial harassment of a student when:

1. Such comments or conduct is used as a basis for future student discipline, educational placement, class standing, organizational membership or academic achievement; or
2. Such comments or conduct have the purpose or effect of unreasonable interference with one's performance or creating an intimidating, hostile or offensive learning environment.

These guidelines are intended to protect the rights and obligations of all students and parents and to outline the procedures to be followed should a student be subject to or charged with racial harassment.

Hazing

According to policy 247, is the goal of CVSD to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

Any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the

willingness of an individual to participate in such activity notwithstanding.

Student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Vaping/Smoking/Use of Tobacco Products

Students are prohibited from vaping, smoking, or possessing tobacco in any form on school property, including sidewalks and parking areas. The possession and use of vapes, tobacco products, and "look-alike" tobacco products is prohibited on school property. Adult smoking is prohibited on school property as well. This policy also includes the prohibition of the use of other forms of tobacco and vapes. It is not permissible to bring tobacco products to school, on school buses, or at school-sponsored activities. The Pennsylvania State Law permits the school to charge a student before the magistrate for violation of this policy, which includes a fine and often disciplinary action from the school as well.

Terroristic Threats/Acts

According to policy 218.2, the Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. When a threat has been communicated, the Conewago Valley School District utilizes a threat assessment process to determine whether a threat is substantive or transient. If a threat is found to be substantive, the district will address the threat as credible and proper action will be taken to address the threat posed against persons, or a building. If the threat is found to be transient, it will have been determined that there is no imminent threat against persons, or a building. However, administration reserves the right to assign appropriate disciplinary action regardless of a threat being substantive or transient.

Definitions

Communicate - shall mean to convey in person or by written or electronic means.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

The Weapons Act of Pennsylvania

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

1. Weapons may not be brought onto the property of the Conewago Valley School District or to activities of the Conewago Valley School District, including in motor vehicles parked in school areas. Weapons include instruments of offense or defense to include guns, knives, clubs, hunting rifles, etc. Certain exceptions may be approved by the school authorities to include law enforcement authorities, guest speakers, etc.
2. A gun possessed by a student in school will result in immediate confiscation of the gun, suspension, and referral to the police, involvement of parents, action deemed appropriate, and possible expulsion from school. Anyone bringing a gun to school other than a student or someone specifically permitted by school authorities to possess a gun will be immediately instructed to leave school property and referred to the police.
3. Other weapons brought to school will result in disciplinary action. All knives, clubs, etc. are banned from



school property and from all school activities, except as authorized by school authorities. Other weapons brought to school may result in suspension and possible expulsion from school.

4. Should an employee or student suspect that a person has a weapon in school he/she should contact the appropriate building administrator immediately. The safety of students, employees, and visitors is our first priority.
5. Toy weapons (cap guns, plastic guns, "look-alike" weapons, etc.) are not permitted in school. Violation of this rule will result in disciplinary action, which could result in suspension and, in some cases expulsion from school.
6. Teachers are asked, as directed by their building principals, to discuss the matter of weapons in school with students. They should include in their discussion the consequences for not complying with this law/rule.
7. Threats of violence or threats of using weapons will not be tolerated. Students involved in such conduct will be appropriately disciplined.

Behavior Management Procedures

End of Year Student Behavior Obligations

Students who earn discipline assignments during the last few weeks of school will be given every available opportunity to serve these prior to the last day of school. In the event that discipline assignments cannot be served prior to the last day of school, consequences may be extended to the following school year.

Responsible Use of Internet and Network Resources

Purpose

The Conewago Valley School District supports the educational use of the Internet and other computer networks in the district's instructional programs to facilitate learning and teaching through communication and access to information and research. The Internet offers unique and diverse resources to students and staff. Our goal in providing these services to staff and students is to promote educational excellence in schools through resource sharing, innovation and communication.

The district reserves the right to login and monitor network use and the use of file server space by users. The Conewago Valley School District recognizes the use of the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use may result in the suspension of those privileges and appropriate disciplinary action, up to and including possible expulsion and/or legal action.

Guidelines

The use of the network account must be in support of education and research and consistent with the educational objectives of the Conewago Valley School District. Only the official user of the network account is permitted to use the account for its intended and authorized purpose. Network users shall respect the privacy and rights of other users on the system. The use of the district network and/or the Internet in an inappropriate, illegal or unethical manner is prohibited.

Consequences for Inappropriate Use

The network user will be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

General rules for behavior and communication apply when using the network and the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.



Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data of another user, internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Vandalism may result in the cancellation of access privileges.

When necessary, violations of this policy may result in disciplinary actions in accordance with established disciplinary procedures.

The district has the right to restrict or terminate access to the network(s) at any time. CVSD also has the right to monitor computer and network activity as necessary to maintain the integrity of the system.

Monitoring CVSD Devices and Accounts

The Conewago Valley School District utilizes a software system to monitor students' Google accounts. The monitoring includes Gmail, Google Drive, and Google Chrome. All online activity is continually monitored to assure that students are using technology in a safe and appropriate manner. The software used for monitoring will recognize and track any terms and searches that may be associated with violence, profanity, pornography, bullying, depression, suicide, and sexual content. The system will also notify the tech department and school officials of possible inappropriate activity. Students will be individually addressed when it has been determined they have violated the district's Acceptable Use Policy. The district believes it is important that we develop students' digital citizenship skills and that we have a way of monitoring and assessing this digital online development.

Please note that if students choose to login to their school accounts on a home device the account is what will be monitored 24/7. Parents and students who do not want items to be monitored on personal home devices should use accounts other than their school assigned Google account for internet or non-school related activities.

Student Search

According to policy 226, the Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their



lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. If a student and/or parent/guardian refuses to cooperate with school officials during a reasonable search, the student will be held accountable to the maximum extent possible in accordance with the district code of conduct. School officials will refer to the Progressive Discipline Chart: Level IV infractions and consequences when assigning appropriate disciplinary measures.

Progressive Discipline Plan

Philosophy and General Procedures

Conewago Valley School District supports a Behavioral Management Philosophy that encourages a cooperative relationship between the school, the students, and the home. In working together, through a variety of behavioral management options, the district's goal is to provide a system that leads to behavioral and academic success for all students in an atmosphere of mutual respect. Ideally behavioral success is self-directed. Self-discipline is important for a student's career in school as well as to be successful in life. It is when students lose that self-discipline that their decisions may have a negative impact upon others. This may require consequences and support in order to help that student to modify his/her behavior and regain self-discipline.

Staff members and administration feel the need for rules and discipline if our schools are to be successful. We have few rules but we expect these to be followed. Our basic rules are outlined in the student/parent handbook. We encourage you to review those rules with your child. Parental cooperation in matters of rules and discipline is extremely important and helpful. Our faculty and administration view discipline, rules and good school citizenship as an essential part of the school. School discipline has as its immediate goal, good school citizenship. We hope through home and school cooperation to have each student develop fully as a concerned member of the family, the school, and the community.

Following is a list of the infractions approved by our Board of Education for which a child may be excluded from school:

1. Disobedience, insubordination, or disrespect for the position of those in authority.
2. Misconduct including vulgar language toward teachers, students or visitors, disruption of or material interference with school activities, or interruption of the educational process or intrusion on the rights of others, however caused.
3. Possession, use, consumption, selling, dispensing, or aiding or abetting the foregoing, of controlled drugs (except when prescribed by a physician), look-alike drugs, alcoholic beverages, or tobacco, including smoking and vapes.
4. Vandalism or willful destruction of property, school property or other property.
5. Willful intent to do personal harm to any person(s), including fighting and physical injury and including threats, assault, or battery toward teachers, staff or students.
6. Stealing
7. Gambling
8. Infractions or offense or direct defiance of any of the rules or regulations or policy duly made known or published in student handbooks, memoranda, or otherwise, by teachers, principals, the district Superintendent, the School Board, the Pennsylvania Secretary of Education, or the Pennsylvania Board of Education.
9. The infraction, offense, or direct defiance of any municipal, state, or federal law, or regulation.
10. Unexcused absence or tardiness from school or classes or leaving without permission or "cutting" classes



11. Severe forms of harassment
12. Any minor infractions that are a pattern of behavior over time

Student Behavior

Any individual who is a student of CVSD is subject to all school rules, while in school, traveling to and from school, and at school designated or sponsored events. Students should recognize that off-campus speech can be disciplined when there is substantial disruption to education or interference with another person's rights. The following actions and activities on the part of a student will be considered violations of the policies and regulations of the Conewago Valley School District. While it is impossible to list or categorize all possible types of behavior which may lead to disciplinary action, the following should be construed as representative, but not all-inclusive. The Progressive Discipline Chart below lists some possible infractions and it also provides guidance on whether a lunch detention, after-school detention, Saturday school, in-school suspension, or out of school suspension would be warranted, depending on the type and/or frequency of the violation.

Progressive Discipline Chart

Teachers and administrators will use the following system when determining a response to student misconduct.



Level I

Misbehavior classified in this level represents infractions of established procedures, which impede the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level. The classroom teacher should handle most discipline problems at this level. The classroom teacher is the first level of authority in regards to discipline. The classroom teacher is expected to use one or more optional disciplinary responses before a student is referred to the office. In cases of repetitive misbehavior, the staff members shall confer with the principal and/or assistant principal and/or school counselor and/or parents(s). Accurate records must be maintained of misbehavior and actions taken.

INFRACTIONS	POSSIBLE DISCIPLINARY RESPONSES
<ul style="list-style-type: none">● Abuse of hall, locker, or lavatory privileges● Careless or unauthorized use of school property or facilities● Cheating or lying● Disruptive behavior in school, on campus or on the school bus (horseplay, scuffling)● Failure to be prepared with class materials and supplies● Immodest or indecent dress● Littering● Loud, boisterous, noisy behavior● Minor defacement of school property● Non-defiant failure to complete assignments, or adequately prepare for class● Neglecting to return required forms● Public displays of affection (examples: kissing, embracing, etc.)● Unsafe behavior (i.e. running, pushing) in hallways, classroom, cafeteria and locker room● Bringing to school unauthorized articles (those referred to in the student handbook and/or specified by administrative directive) unless there is prior administrative approval● Profanity (first offense)● Unexcused lateness to class or school● Other similar infractions● Dress code violation● Academic Dishonesty	<ul style="list-style-type: none">● Verbal reprimand● Seat change● Behavioral contract● Teacher supervised study (classroom detention)● Restriction of privileges (assemblies, hall passes, etc.)● Counseling (no punitive action)● Parental contact and/or conference● Clean-up after school and/or payment of damage● Central detention (assigned by administrator)● In-school suspension (assigned by administrator)● Any other disciplinary action as deemed necessary● Peer Mediation● Saturday School● Lunch Detention● Loss of school-sponsored activities/preferred activities



Level II

This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and seriously affects the student's own education. Some of these infractions may be the continuation of misbehaviors which remain unmodified by disciplinary actions under Level I, thereby resulting in a referral to administration. Because of their frequency or seriousness, the administration assumes the main responsibility for corrective action. When appropriate, administration may work with staff members in planning corrective action. The parent is notified of misbehaviors and corrective actions are taken. Accurate records must be maintained of misbehaviors, actions taken and communications with parents.

INFRACTIONS	POSSIBLE DISCIPLINARY RESPONSES
<ul style="list-style-type: none">● Chronic misbehavior on the school bus (handled by bus driver, administrator, and transportation supervisor)● Harassment of other students● "Cutting" scheduled periods (unreasonable, unacceptable excuse)● Defiance and insubordination● Forgery● Leaving school without permission● Petty theft, gambling● Possession or distribution of pornographic materials● Possession or use of tobacco, e-cigarettes/vapes, look-a-likes, etc. on school property, school bus, or at school sponsored activities● Flagrant profanity● "Cutting" detention● "Cutting" school (unreasonable, unacceptable excuse)● Abusive or unacceptable behavior directed toward students, staff, or others (including guests)● Possession of lighters and matches● Unauthorized sale or distribution of items not related to the school operation● Continued violations of Level I● Other similar infractions● Inappropriate use of cell phones● Inappropriate use of personal electronic devices● Academic Dishonesty	<ul style="list-style-type: none">● Continuation of the more stringent Level I options● Sustained counseling● Parental conference● Temporary withdrawal of certain privileges or participation in school activities● Temporary removal from class● Central detention (assigned by administrator)● Suspension of school bus transportation● In-school suspension● Fine● Saturday School● Any other disciplinary action as deemed necessary● Out-of-school suspension● Community service and/or payment of damages● Parent(s)/Guardian(s) may be required to come to school to pick up confiscated cellular phones and electronic devices



Level III

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases, law enforcement officials may be contacted or notified by an administrator. Under this level, once notification has been made to an administrator, the administrator investigates further and confers with staff members on the circumstances and immediate needs. Contact is made with the parents about the misbehavior and consequences. The students will make restitution for any loss or damage resulting from the misconduct. Accurate records will be maintained of the misbehavior, corrective actions taken and parent communications.

INFRACTIONS	POSSIBLE DISCIPLINARY RESPONSES
<ul style="list-style-type: none">● Chronic truancy● Fighting● Indecent exposure● Physically threatening other students● Possession or use of drugs● Sexual Harassment● Sexual Misconduct● Organized gambling● Serious acts of defiance● Stealing● Vandalism● Unmodified Level II● Continual Harassment● Other Similar infractions● Open Defiance*● Open Disrespect*● Continued violations of Level I & II● Academic Dishonesty <p>*Defiance and insubordination are level II infractions. The open nature of these infractions is the reasoning behind placing them on level III.</p>	<ul style="list-style-type: none">● Continuation of appropriate Level II options● Withdrawal of participation in school activity● Restitution of damage● Referral to outside agency● In-school-suspension● Out-of-school suspension● Implementation of annex "C" of the District Policy Manual (illegal possession or abuse of narcotics, dangerous drugs, controlled substances, alcohol and other chemicals) as it applies to infraction 5.● Fines, court cost and fees● Hearing from the Superintendent and if deemed necessary, a hearing before the Board of School Directors● Any other disciplinary action as deemed necessary● May contact local authorities



Level IV

Represented in this level are acts, which are clearly criminal. Included are those that present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action, which may call for the immediate removal of the student from school and the intervention of police. The administrator will meet with all those involved. The principal informs the superintendent. Established policies for excluding the student are followed. Parents are notified immediately. A complete and accurate report is submitted to the superintendent, if deemed necessary. School officials will contact the proper authorities and assist in prosecuting the offender.

INFRACTIONS	POSSIBLE DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> ● Assault and battery ● Chronic discipline offenders ● Major vandalism ● Possession and/or sale of stolen property ● Possession and/or use of firecrackers, explosives or stink bombs ● Possession, use, transfer of a weapon at school sponsored activities ● Providing, selling, repeated possession and/or use of illegal chemical substances and/or alcohol on school-sponsored activities ● Non-accidental tampering with the fire alarm, pulling false alarm ● Terroristic threats; implied or implicit ● Bomb threats ● Unmodified Level III misbehavior ● Other similar infractions ● Continued violations of Levels I, II and III ● Threatening a supporting teacher, supporting staff member or guest ● Academic Dishonesty ● Student refusal of reasonable searches 	<ul style="list-style-type: none"> ● Continuation of appropriate Level III options ● Full restitution of damages ● Temporary or full suspension ● Implementation annex "C" District Policy Manual as it applies to infraction 7 ● Hearing before the Superintendent and if deemed necessary, a hearing before the Board of School Directors ● May contact local authorities <p>Any other disciplinary action as deemed necessary</p>



Types of Consequences

Lunch Detention

Any staff member may assign a student to lunch detention in an effort to modify a student's behavior. Lunch detention is typically reserved for minor behavior infractions and work completion.

After-School Detention

An administrator may assign a student to detention in an effort to modify a student's behavior. Parents will be notified if a student is assigned to after-school detention either by a phone call from school or by a referral form. 24-hour notice will always be given to allow for home schedule adjustments.

If a student does not serve a detention the consequence may be the assignment of another detention for a total of two. If a child fails to serve either of the two detentions he/she may be assigned to Saturday School. If a child misses a detention because of an absence, it is his/her responsibility to attend detention on the very next day that detention is scheduled upon return to school.

Saturday School

- Saturday School is scheduled bi-weekly for middle school and high school starting in September.
 - a. Sept. 14 & 28, 2024
 - b. Oct. 12 & 26, 2024
 - c. Nov. 9 & 23, 2024
 - d. Dec. 7, 2024
 - e. Jan. 4 & 18, 2025
 - f. Feb. 1 & 15, 2025
 - g. Mar. 15, 22, 29, 2025
 - h. Apr. 12 & 26, 2025
 - i. May 10, 2025
- Administration may modify this schedule as needed.
- Saturday School hours are 8:00 a.m. to 12:00 p.m.
- Students assigned to the Saturday School program should report promptly at 8:00 a.m. to the auditorium entrance. Late students will not be admitted.
- Students are responsible for bringing assignments from their teacher and any needed materials for the academic session. All assigned work must be completed during this time. Students will not have access to their lockers during this time.
- The proctor will supervise students during Saturday School sessions.
- All school rules apply when serving Saturday School.
- Hours not served accrue throughout the year. Students who owe hours are ineligible to attend school events such as assemblies, pep rallies, and May Day, and are unable to purchase tickets for school dances, until all hours have been completed. Hours do carry over from year to year, requiring Seniors to serve any remaining hours to be eligible to walk in graduation.
- Parents are responsible for transporting students to and from Saturday School.
- Students may not have food delivered to them during Saturday School.

Suspension and Expulsion

According to Board Policy 233, the Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that



cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

In-School Suspension

In-school suspension is a period of exclusion from the normal school setting in which an alternative form of education is provided. Parents will be made aware of the ISS through a phone call from the school and a student's behavior referral. Students report to the main office as they arrive at school on the day of the ISS. The students will work on classroom assignments provided by their teachers during ISS. Students who choose not to follow the ISS rules are either assigned additional ISS time or are suspended out of school. There may be incidents where a student may commit a serious infraction that will cause them to be placed in ISS immediately following the incident. Parents/guardians will be notified immediately in such a case.

Out-of-School Suspension

This form of discipline is used for incidents of serious rule violations. Out-of-school suspension is a period of exclusion from school lasting between 1-10 days. Students are required to complete work missed during the out of school suspension and submit it upon the day of their return. Students suspended from school are forbidden to be on school property and therefore may not participate in or attend any school activities. For suspensions of three days or more a re-admittance conference may be required before the student will be readmitted to school. Suspension is meant to serve as a time for students to reflect upon the actions that warranted such discipline. Parents are asked to support the school during times of suspension and help their child to complete the necessary suspension requirements.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

Due Process for Informal Hearings

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Alternative Education Program

Students who have difficulty achieving in the regular educational setting may be enrolled in the Laurel Life program (grades 7-12), or Colonial Academy (grades 4-6). The program provides the student with educational and behavioral support. Key components of the program are core academic curriculum instruction, behavioral intervention, social skills, conflict resolution, and reentry into the regular education schedule.



Extra-Curricular Activities

Definition

According to the Conewago Valley School Board Policy 122, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

Specifically, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

Philosophy

The Conewago Valley School District believes that the program of interscholastic athletics is a way to achieve a balanced educational program for its students. Athletic competition, by its nature, will contribute to greater student awareness of self-discipline, a growth in emotional maturity and an increasing realization of the worth of the individual in a team setting. Students will also realize that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside school hours as outlined in the Student Code of Conduct.

Athletic programs are the perfect compliment to the classroom – not because students learn how to become proficient in sports, but because they learn how to become productive citizens in our society. We believe coaches, the athletic director, and administrators bear the responsibility for the periodic evaluation of the total program. Athletic Programs should be evaluated to make sure they are meeting student needs and interests. Finally, we realize that a student's participation in interscholastic athletics could very well influence the rest of his/her life. For this reason, we are committed to excellence in all phases of the program.

Physicals

All students must have a pre-participation physical evaluation performed by a licensed physician of medicine or osteopathic medicine, a certified registered nurse practitioner, a school nurse practitioner or a certified physician assistant before their first practice day of the sport during that school year. All physicals must be completed on the PIAA CIPPE located in the pre-season physical packet which can be found on the athletic webpage. All physicals must be completed after May 1st to be eligible for the following school year. Physicals will be offered at CVSD over the summer for a fee or students may opt to use their personal doctor. Students must then submit a recertification form to participate in a 2nd and/or 3rd sport season during that academic year.

Academic Eligibility

While participating in a sport all students are required to maintain an acceptable scholastic average, which has been set by P.I.A.A. (Pennsylvania Interscholastic Athletic Association) to remain eligible. Any student failing two (2) or more courses will be deemed ineligible to participate in competitions. For senior students who only have two courses, they must be passing both in order to remain eligible. Eligibility shall be determined weekly during the school term by means of reports from the classroom teachers beginning the 3rd week of a grading period. Students deemed ineligible on the final report sent out Friday afternoon will be barred from competition from the following Sunday through Saturday. At the end of each grading period, students who are failing two (2) or more scholastic credits will be deemed ineligible from athletic competition participation for fifteen (15) school days. Students are



able to practice during this period but not compete in any events. Note that eligibility for the next school year is based on the final average. Students who attend summer school and correct their deficiencies will be deemed eligible at the start of the next school year.

It is an honor and a privilege to represent our school in athletic events. In doing so, every member of a team or organization has the responsibility of conducting himself or herself according to the strictest rules of training and sportsmanship both on and off the field. Students in athletics are expected to follow the rules and expectations set forth within the Conewago Valley School District Code of Conduct. To represent Conewago Valley School District is a commitment to do your best. Whether we win or lose, we shall all be good examples of our "Colonial" tradition.

Attendance Eligibility

The P.I.A.A. requires regular school attendance, which must be strictly adhered to. Students involved in extracurricular or co-curricular school activities must be in school by 11:00 a.m. to participate in competitions/events and practices on that day. Any exceptions to this procedure must be cleared through the building administration prior to practicing or participating. The student's attendance from the previous semester is checked for absences. If the student accumulated more than 19.5 days absent, excused and unexcused, the student will be ineligible from the 20th absence of the previous semester until they have attended 45 days of school.

Demeanor of Audience

Fans of Conewago Valley School District are expected to:

1. Treat all athletic opponents as welcome guests
2. Cheer the opposing team when they appear on the floor or the field
3. Refrain from antagonistic behavior
4. Respect the decisions of the officials
5. Stand during the singing of the opponent's school song
6. Applaud an opponent who makes a good play
7. Give the opposing team fans fair opportunity for their cheers
8. Remember, our reputation is influenced by one's conduct before, during, and after the contest
9. Strive to make our school known for its good sportsmanship

In-School/Out-of-School Suspension

Any student assigned to in-school or out-of-school suspension is not eligible to participate in extracurricular activities until the first calendar day immediately following the period of suspension.

Code of Conduct

Student-athletes must follow the code of conduct outlined in the CVSD Handbook. In addition, all student-athletes must sign off on the student-athlete behavior contract, outlining the expectations by which all members of New Oxford Athletic Teams must abide.

Disciplinary Procedures

Alcohol and Drugs

First offense: The student will be suspended for 45 participation days. The student can participate in activities (e.g. practices, meetings, etc.), but no official contests or events after 15 days if a plan is developed and accepted by the student/parent(s), coach, Principal, and Director of Athletics. The purpose of the plan would be for the student



to reflect upon the misbehavior and to make a commitment to not repeat the offense. The plan could include attendance at after-school classes regarding the misbehavior and could involve other staff. The student would also be required to participate in the District's Student Assistance Program. The student can fully participate (official contests and/or events) after 30 days upon completion of the plan.

Second offense: The student is suspended for 60 participation days.

Third offense: The student is suspended for all participation days for one calendar year.

Anabolic Steroids

By state law, all Pennsylvania school districts are required to adopt and enforce rules and regulations prohibiting the use of anabolic steroids. Per Board Policy 227, the Board prohibits the use of anabolic steroids by students involved in school-related athletics. Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

First offense: Suspension from school activities for the remainder of the season

Second offense: Suspension from school activities for the remainder of the season and for the following season.

Third offense: Permanent suspension from school athletic activities.

No student will be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The district may require a student violator to participate in drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.

Tobacco Products

It shall be a violation for a student participating in extracurricular activities to possess or use tobacco products at any time (including vapes and electronic cigarettes). Students that violate the policy will incur the following consequences:

First offense: One-week suspension from activity.

Second offense: Three-week suspension from activity.

Third offense: Suspension from participation for the remainder of the season.

Sports

The Conewago Valley School District offers a wide variety of interscholastic sports for both boys and girls in grades 7-12. All teams compete in the YAIAA. A listing of the current sport offerings follows:



Fall	Spring
Athletic Trainers---B/G grades 9-12	Athletic Trainers---B/G grades 9-12
Cheerleading---Sideline and Competition - Coed - JH and Varsity level	Baseball---B - JV and Varsity levels
Cross Country---B/G - JH and Varsity levels	Tennis---B - Varsity level
Field Hockey---G - JH, JV, and Varsity levels	Track---B/G - JH and Varsity levels
Football---B - JH, JV, and Varsity levels	Volleyball---B - JV and Varsity levels
Soccer ---B/G - JV and Varsity levels	Volleyball---G - JH level
Tennis --- G - Varsity level	Softball---G - JV and Varsity levels
Volleyball ---G - JV and Varsity levels	Lacrosse---B/G - JV and Varsity levels
Golf ---B/G - Varsity level	Soccer---B/G - JH level

Winter
Athletic Trainers---B/G grades 9-12
Basketball---B/G - JH, JV, and Varsity levels
Bowling ---B/G - Varsity level
Cheerleading---Sideline and Competition - Coed - JH and Varsity levels
Swimming---B/G - Varsity level
Wrestling---B - JH and Varsity levels

Transportation Guidelines

Student Transportation

Students have the privilege of riding district transportation based on their address. There are designated walk zones where transportation is not provided.



School Bus Rules and Regulations

Rules

Exercise caution, good manners and consideration for other people. Please follow these rules at all times:

1. Bottoms on the seat, back against the back of the seat, facing forward
2. Keep hands and feet to yourself
3. Use a quiet voice
4. Please sit in your assigned seat
5. No eating or drinking on the bus (water is allowed)

CVSD Bus Conduct Report Actions

The information below are guidelines. However, the Administrator/Transportation Director has the right to respond to behavior according to district policies and procedures.

Bus Conduct Report	Recommended Action*	Notification
Bus Report #1	Warning (entered in Skyward)	Skyward
Bus Report #2	Detention/Saturday School	Skyward
Bus Report #3	Bus Suspension (3 1 day)	Skyward/Bus Suspension Letter
Bus Report #4	Bus Suspension (5 3 days)	Skyward/Bus Suspension Letter
Bus Report #5	Bus Suspension (7 5 days)	Skyward/Bus Suspension Letter
Bus Report #6	Bus Suspension (10 7 days)	Skyward/Bus Suspension Letter
Bus Report #7	Bus Suspension (15 10 days)	Skyward/Bus Suspension Letter
Bus Report #8	Bus Suspension (remainder of the school year)	Skyward/Bus Suspension Letter

School Buses

Waiting For the Bus

Be at your stop 5 minutes ahead of time. Stay a safe distance from the curb. When the bus approaches, get in line. Stay clear of the bus until it has come to a complete stop. Let smaller children board first. Your bus driver has a schedule to keep. If you are not at the bus stop, the driver can't wait for you.

Boarding the Bus

Always use the handrail. Go up the steps one at a time. Don't push or crowd others. Go directly to your assigned seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand on a moving school bus.

Getting Off the Bus

Use the handrail and take one step at a time. Pushing or crowding could cause an accident. After you leave the bus go directly to your assigned place or home.



Transportation Change

Our policy states that a student may only have one consistent pick-up and one consistent drop-off location. However, on a rare occasion, if a student must go to an alternate bus stop, the following procedures should be followed:

If the student is riding a different bus in the morning a note with their name should be handed to the bus driver when they board the bus.

1. If a student is going home with another student:
 - a. Both students must have a note signed from their respective parent(s) and taken to the office.
 - b. The bus pass will be issued to the student new to the bus.
2. If a student is going home to a different location (established bus stop):
 - a. The student must have a note signed by his/her parent(s).
 - b. The bus pass will be issued from the office.

Students are required to give the pass to the bus driver when boarding the bus in the afternoon. No student will be allowed to board the bus without the pass. Building offices will keep the notes for reference if needed.

Cameras

All buses are equipped with audio and visual camera systems.



Section III - District General Operating Procedures

Address, Telephone and Email Change

It is especially important during an emergency that our records for your child are correct. To update your address, please log into Family Access in Skyward. Once we have received the updated information, proof of residency will be required in order to approve your request.

If your telephone number or email has changed, please log into your Family Access in Skyward to update. No verification is needed for this informational change.

If you are unsure of your log-in information or are having trouble logging into Family Access, please contact the school office or come into the school office for assistance. If you do not have access to log into skyward, please notify the office at any time during the school year so we can reset your email.

Admission

According to Board Policy 201, the Board shall establish age requirements for the admission of students to first grade and kindergarten that are consistent with state law and regulations.

Guidelines

First Grade- The Board establishes that a beginner is eligible for admission to the lowest grade of the primary school above kindergarten level if s/he has attained the age of six (6) years by September 1st.

Kindergarten- The Board establishes that a child is eligible for admission to kindergarten if s/he has attained the age of five (5) years by September 1st.

Animals in the School/Classroom

In accordance with board policies 718 and 725, the Board recognizes the need to maintain healthy, safe and secure facilities for all persons entering school property and directs that any and all animals in the care, custody, or control of any person be prohibited on school property, unless permitted in accordance with this or other applicable Board policy.

Guidelines

No animal in the care, custody or control of any person shall be permitted on school property except for those which qualify under the following exceptions:

1. The animal is a trained service animal permitted on school property in accordance with applicable law, regulations and Board policy.
2. The animal is part of an educational program, experiment and/or project and is the direct responsibility of a staff member, trainer and/or parent/guardian.
3. The animal is part of a law enforcement operation or training program and is the direct responsibility of the law enforcement agency.



Building Safety

Surveillance Cameras

According to Board Policy 709 and 709.1, the Board recognizes the need to provide a safe and orderly learning environment for students and staff and to protect district property and equipment. The Board authorizes proper use of video surveillance cameras as a tool toward achieving these goals.

Lock in/Lock out

In addition to our normal fire, evacuation, bus, and severe weather drills, we will also hold lock in/out drills. A lock-in will be used in the event of a dangerous situation within the building such as a medical emergency, chemical leak, or a physical altercation. In most cases it will be safer to keep students in locked classrooms rather than move them through potentially dangerous halls. Students will remain in locked rooms until emergency personnel determine it is safe for them to evacuate or move to another part of the building. A lock-out will be implemented when there is a potentially dangerous situation outside the school. Some possible scenarios are a nearby bank robbery, a tractor-trailer accident that was carrying chemicals, etc. In a lock-out, the school will proceed with normal activities inside the school, but there will be no students permitted outside the building for any reason. While any drill is a disruption to the normal school day, it is important that we spend the time practicing what to do in case of emergencies. It will be time well spent if we ever do need to use these procedures.

In the event of an emergency, there are procedures in place to ensure the safety of all students and staff. A critical piece of this plan is our “Reunification Process” to safely return students to their parents/guardians. While it is understandable that you may want to retrieve your child as quickly as possible, it is the responsibility of the district that all students are being returned to legal parents/guardians.

Evacuation Drills

To fulfill board policy 805, each student shall follow the directions given by their teacher for exiting the building. These directions can be found near the door in each room. Students will move as quickly as possible within safety limits to assigned areas. All drills should be executed in a serious manner.

In addition to our normal evacuation drills, CVSD schools will be participating in periodic ALICE drills which are used to respond to an intruder. Staff and students alike will be notified of such drills. Evacuation is the “E” in ALICE.

Cafeteria/Food Service

Students are expected to conduct themselves in the school cafeteria in the same manner as would be appropriate in a public setting. Unmannerly, rude, or disrespectful behavior is not acceptable in the cafeteria and has no place in any part of the school. It is the responsibility of each student to help maintain a pleasant atmosphere and to keep the cafeteria clean and neat. Following these simple rules will make our cafeteria one which we will enjoy, and of which we can be proud.

- Show respect for Cafeteria Staff
- Do not run, push, or shove.
- Patiently stand in line and wait your turn.
- Place your trays, dishes, and waste in the proper areas when finished.
- Exhibit good table manners.
- Be sure the table at which you sit to eat is completely clean and ready for the next lunch shift.
- Do not leave the cafeteria unless given permission by the staff person in charge. Students may not take



food or drink from the cafeteria without permission.

- The a la carte line is cash, or payable through Skyward Family Access, and may not be purchased as part of the free or reduced-price lunch program. These items are charged at full price.

Conewago Valley School District recognizes that wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. All foods available in the district schools during the day are offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Breakfast & Lunch Programs comply with federal nutrition standards under the Healthy Hunger Free Kids Act.

At Conewago Valley School District, both breakfast and lunch are offered to students daily. Take advantage of this option to ensure your child eats nutritious meals throughout the day. Recent studies show a link between nutrition and learning. A nutritious breakfast helps students be more alert so they can actively participate in class and lunch gives students the opportunity to refuel mid-day. Your child will find breakfast and lunch at school provides not only a nutritious meal, but also a relaxed atmosphere for socializing with friends.

Meal costs for the 2024 - 2025 school year are as follows:

- Breakfast: Free for all students K-12
- Elementary Lunch: Reduced \$0.00, Full Pay \$2.50
- Secondary Lunch: Reduced \$0.00, Full Pay \$2.75
- Milk: \$0.50

A la carte purchases are all charged at full price and are not included in the free & reduced meal program. Any questions or concerns should be directed to the Food & Nutrition Services Director.

Cafeteria Point-of-Sale System

Designed to provide convenience and security for students and parents, our cafeteria Point-of-Sale System allows students to pay for their lunches with a prepaid account. Instead of carrying cash to pay for their lunches, students simply scan their ID card or input their PIN and the cost of their meal is deducted from their prepaid accounts. All students have personal identification numbers (PINs) that are linked to their student ID card and meal account. All students must utilize their ID cards or PIN when purchasing items in the cafeteria. This information is used to help monitor meal counting and claiming for the food service department. A student's PIN will remain the same throughout their career in the Conewago Valley School District.

Students who currently receive free or reduced-priced lunches will pay no more using this system than they would if they used cash. The system recognizes the account information and payment status of each student and charges him or her accordingly. Students must have funds in their account or in hand in order to make purchases in the cafeteria.

To take advantage of the Cafeteria Point-of-Sale System, send cash or a check made payable to "CVSD Cafeteria" to school with your child. Be sure to place the funds in an envelope and include your child's name, grade, and student ID#. We also strongly encourage families to make payments for meals online using the Family Access feature of SKYWARD, our student information system. You can find this information in Skyward Family Access under the Food Service Tab and simply click on 'Make a Payment' to be directed to RevTrak, our payment processor.



Child Abuse

All employees of the Conewago Valley School District are required by law to report any suspected cases of child abuse. Such reports will be dealt with in a confidential manner and Adams County Children and Youth will determine the need for investigation or further action.

Child Online Privacy Protection Act (COPPA) Compliance

The Conewago Valley School District complies with COPPA. COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. A list of all sites that are available to your student as part of their education within the Conewago Valley School District is provided on the district website. This list can be found under the Department tab and within the technology department's information. This list will be updated at the end of the first semester and the end of each school year. Please check it regularly. After reviewing the list, if there are sites you would prefer your student not access, please submit in writing your request to prohibit your student's use to the building principal. If you have any questions please contact the district office.

Daily Opening Exercises

All students are encouraged to participate in opening exercises. Opening exercises include the Pledge of Allegiance (flag salute) and daily announcements. In accordance with board policy 807, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. If a student is disruptive during opening exercises, such students will be subject to disciplinary action, consistent with the Student Code of Conduct.

Discrimination

The Conewago Valley School District does not discriminate in its educational programs, activities, or employment practices based on race, color, religious creed, age, gender, national origin, disability, or any other legally protected category. Announcement of this policy is in accordance with State and Federal Laws, including Title VII, Title IX, Section 504, ADEA, and ADA.

The Conewago Valley School District has adopted Board Policies 103, 103.1, and 104 in order to provide for the establishment of a complaint procedure related to non-discrimination practices. The complete board policies may be found on the district website. For additional information, please contact the Assistant Superintendent at 717-624-2157.

Definitions

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.



Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.

Emergency Information

At the beginning of each school year, parents are asked to complete the Student Emergency Information Form by using the Family Access feature in Skyward. It is imperative that the form is filled out accurately, completely, and submitted in Skyward. In the event that changes to emergency information occur, parents should update this using the Family Access feature of Skyward in a timely manner.

In case of emergency, illness, or accident, the following procedures will be followed:

- Appropriate staff will evaluate the situation.
- Appropriate action will be taken to insure the safety and well being of the ill or injured student.
- Only in life threatening situations will minors receive treatment in the emergency room without consent of a parent or guardian.

English Learners

The English Learners Program (EL) provides a rich learning environment that is student-centered, developmentally appropriate, and literature based.

The program is designed to:

- Facilitate English language acquisition through communication skills of understanding, speaking, reading, and writing
- Ensure an effective and meaningful participation in regular education
- Facilitate the acculturation process in a complex society that is multicultural by exposing students to the customs, traditions, and expectations of their new environment
- Facilitate effective communication between the school and home of the (EL) student

Program Philosophy

The philosophy of the English Learners Program of the Conewago Valley School District is based on the following principles:

- Language acquisition takes time: approximately one to two years for conversation skills and five to seven years for academic skills comparable to English speakers.
- Language proficiency is acquired through active, functional, and meaningful participation, not by learning rules about the English language.
- Language is acquired in an atmosphere of trust, acceptance, high expectations, and support.
- Acquisition must be built on the student's previous experiences and knowledge
- The skills of listening, speaking, reading, and writing are interdependent and reinforce each other in language acquisition.
- Teachers, students, and parents working together in an environment of mutual respect will bring forth positive changes in the acquisition process.
- ELL curriculum must reinforce the general education curriculum to make sure students are supported in the acquisition versus following two totally different curricula.

Exclusion from Instruction

A parent may request that a child be excluded from specific instruction that is in conflict with their religious or moral beliefs. To do so, a parent must notify the building principal in writing of this request. The request must be



made each school year the exclusion is requested. The principal will contact the parents to arrange a time when the material can be reviewed. If, after the review, the parents still desire exclusion of their child from that portion of instruction, alternative learning materials for that period will be arranged between the parents and the principal. Exclusion examples include the dissection of animals and instruction about sexually transmitted diseases.

Field Trips

As found in board policy 121, a field trip is an activity under the supervision of the classroom teacher, linked to the district curriculum, and that requires the student to exit the building. The field trip may occur on or off district property. The following guidelines have been established for field trips:

1. A completed field trip permission slip must be submitted to the teacher.
2. Student attire must be in compliance with the school dress code and reflect the intent of the field trip.
3. All school rules are in effect for the field trip from departure time to return time.
4. Students are required to use district transportation to and from the trip unless the parents and the administration have agreed upon prior arrangements.
5. Only a nurse, or the child's parent/guardian, may dispense medication to a student.
6. Field trip eligibility and participation may be contingent upon the student's acceptable academic performance, attendance and behavior.
7. Parents who anticipate chaperoning a field trip must complete a school volunteer application and be approved by the Board prior to the field trip. No exceptions.

Fundraising/Soliciting

All fundraising and solicitation activities must be approved by the building principal and athletic director. Outside agencies may not solicit or carry out fundraising activities to students or staff during the school day.

Gift Policy

Although flattering, students and parents are discouraged from buying gifts for teachers. However, when a student feels a spontaneous desire to present a gift to a school employee the gift should not be elaborate or overly expensive. The most appropriate expression of gratitude to any school employee is through the use of a written note or letter. Your cooperation with this policy will be greatly appreciated.

Grading

Grades provide an assessment of student progress toward mastery of subject area content and are a means for reporting achievement. Grades measure academic work and not only reflect assessment outcomes but teacher's professional judgment of student achievement.

High School & Middle School

Letter Grade	Percent Grade	4.0 Scale
A	93-100	4
A-	90-92	3.7
B+	87-89	3.3



B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1
F	Below 65	0

Intermediate School

A+	100-98	B-	85-83	D+	73-71
A	97-95	C+	82-80	D	70-68
A-	94-92	C	79-77	D-	67-65
B+	91-89	C-	76-74	F	64-56
B	88-86				

Intermediate Specific Grades:

EXE	EXEMPLARY	90% - 100%
MEX	MEETS EXPECTATIONS	70% - 93%
DMX	DOES NOT MEET EXPECTATIONS	69% and below

School Counseling, Library and Computer Literacy are considered informational and exploratory courses and are not graded.

Elementary Grading System

The elementary schools use a standards-based grading system. Each grade level has a rubric in which students earn the following grades:

- Below Basic
- Basic
- Proficient
- Advanced

Grading Procedures



The goal of grading is to provide students and parents with feedback that reflects their progress toward mastery of the learning standards identified in each curricular area.

Weighted grading helps to ensure that levels of learning are reported equally among teachers. The practice requires the same amount of importance on the various academic assessment categories across the grade levels in every classroom and subject area.

Health Services

Communicable Diseases

State law requires a specific number of days of absence for certain diseases such as streptococcal infections, chicken pox, measles, German measles, mumps, whooping cough and diphtheria. Pink eye, impetigo, ringworm, fungus infections, and scabies require treatment from a physician before a student can return.

Chicken pox

Chicken pox is a contagious disease caused by a virus that lasts from 7 days to 2 weeks. The contagious period is from 5 days before the spots appear to 6 days after the first spots appear. Chicken pox most often occurs in the winter and spring. Apply calamine or other lotion to soothe the itching. If your child has chicken pox he/she may not return to school until all the spots are covered with a scab and no fluid remains in the "pox" (pimple). Scabs must be completely dry. Your child must be seen by the school nurse to be re-entered to school. It's also a good policy to let your child's doctor know that your child has chicken pox. Please remember not to give your child aspirin for a fever associated with chickenpox. Tylenol or non-aspirin preparations are recommended due to the close association of the chicken pox virus with Reyes Syndrome.

Scabies

Scabies is an intensely itchy rash that appears most often on the arm, wrist and hands. This is a highly contagious condition and therefore exclusion from school is required until treated by a physician. Treatment consists of applying a prescription medication, after which the child may return to school.

Head Lice Policy and Procedures for Grades K-12

If a student has been identified as having head lice, if needed, the school nurse will determine through a conversation with the student and/or parent who other close contacts have been for that student. This will include identification of friends, the before or after school babysitter (for younger students), students at the lunch table, students in after school activities, friends on the bus, overnight guests (slumber parties), and siblings. Once the nurse determines who the student's contacts have been and the duration of those contacts she will then follow up with an administrator to determine the best course of action. In addition, the nurse will follow-up as needed with other district nurses so that checks can be made of students in other buildings who have had contact with the infected student.

A student with head lice is not to ride the school bus or return to school until the parent treats the head lice and brings the child into the school nurse for examination to determine if the student is nit free (5 or less nits). It is important that the parent bring the child in for the examination at the start of the school day. Students found to be nit free (5 or less nits) will return to school immediately after the examination and those not nit free will return home with the parent. At the time of the examination parents are to provide the school nurse with



information, for the student’s records, regarding the treatment that was used. This information could come in the form of instruction from the treatment package or an explanation of what was done to treat the head lice.

Health Services Requirements

Prevention

School health services are based on prevention. Sick children should not be sent to school with the thought in mind that they will receive treatment and care at school. The health services provided by the school are:

1. Maintenance of a cumulative health record.
2. Vision screening in all grades.
3. Hearing screening in grades K, 1, 2, 3, 7, and 11.
4. Assist parents in meeting immunization requirements.
5. Assist in planning for students with physical disabilities.
6. Maintain a health suite for examination and emergency first aid care of students.
7. Medical examination by the family physician at entry into school (kindergarten and first grade), sixth grade, and eleventh grade, and any student entering from another state as required by school health laws. Tuberculin testing is required at entry into school and grade 9.
8. Dental examination by the family dentist at entry into school and third grade and seventh grade. These exams are to be done by the family dentist. If these exams are not completed by the specific dates, the school dentist is available to do the required dental exam. It is encouraged to have your private dentist participate in your child's health care as a preventive measure.

Service	K or 1	2	3	4	5	6	7	8	9	10	11	12	Special Education
Medical Examination	X					X					X		As Needed
Dental Examination	X		X				X						As Needed
Growth Screen	X	X	X	X	X	X	X	X	X	X	X	X	X
Vision Screen	X	X	X	X	X	X	X	X	X	X	X	X	X
Hearing Screen	X	X	X				X				X		As Needed
Scoliosis Screen	X					X	X						Age Appropriate
Tuberculin Test (unless approved to discontinue)	X								X				Age Appropriate
School Nurse Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Maintenance of Health Record	X	X	X	X	X	X	X	X	X	X	X	X	X
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X

Required Immunizations

State law also requires immunizations for students in order to attend school. Below are the Pennsylvania School Immunization Requirements. Children in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria, and acellular pertussis*(1 dose on or after the 4th birthday)
- 4 doses of polio (4th does on or after 4th birthday and at least 6 months after the previous dose given)**
- 2 doses of measles, mumps, rubella ***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity



**Usually given as a DTP or Tdap or if medically advisable a DT or Td*

***A fourth is not necessary if the third was administered at age 4 years or older and at least 6 months after the previous dose.*

****Usually given as an MMR*

Unless there is a medical exemption for religious, medical or philosophical reasons, all students must have, by the first day of school, at least 1 dose of each of the immunizations listed above or they risk exemption from school. All medical exemptions should be provided by a physician. A religious or philosophical exemption should be put in writing by the parent and sent to the school nurse.

Students entering 7th Grade must also have the following on the first day of 7th grade:

- 1 dose of Tdap (tetanus, diphtheria, pertussis)
- 1 dose of MCV (meningococcal conjugate vaccine)

Students entering 12th Grade must also have the following on the first day of 12th grade.

- 1 dose of MCV (meningococcal conjugate vaccine) - if a dose was given at age 16 or older that shall count as the 12th grade dose

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

***A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

****Usually given as MMR*

Sunscreen (Non-aerosol)

In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Students. Section 1414.10 states that a school entity shall allow the application of sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. [Review the full legislation](#), which is available on the Pennsylvania General Assembly's website: www.legis.state.pa.us.

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration. Parents/guardians should have completed the forms located on Skyward when they enrolled their child and/or when they updated information at the beginning of the school year.

Illness and Treatment

If your child is feverish, do not send them to school until they remain fever free for 24 hours without medication. If your child has been vomiting or has diarrhea the evening prior to a school day, do not send them to school until they no longer have these symptoms for 24 hours. When in doubt, contact the school nurse.

If your child becomes ill in school, the school nurse will decide if he/she should be sent home and will contact guardians. In emergency situations, every effort will be made to contact a parent or guardian before referring the student to a doctor or hospital. It is important that several emergency numbers be on file for such cases. If a student or parent/guardian determines the child should leave school due to illness without excusal by the nurse, the absence will be unexcused.

General health care concerns that occur during the school day will be handled as follows:

1. The student should obtain permission and/or a pass from a teacher before visiting the nurse, unless it is an urgent or emergency situation.

2. Administrators and the school nurse are the only staff members permitted to excuse a student from school during the day because of illness or injury.
3. Students should report illnesses or injuries that occur during the school day immediately to a teacher or the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.

Medication

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No medication may be administered without written authorization from the physician and the parent/guardian. When medication absolutely must be taken during school hours, the parent or guardian must submit a written request, signed by the physician, to the school nurse in order for their child to take any medication.

Handling and Storage of Medications in the School

1. The parent brings the medicine to school. The medication must be in the original container and properly labeled. If necessary, request a duplicate bottle from the pharmacist. The medication and the written request should be delivered directly to the school nurse, school principal or her designee. The amount of medication stored by the school should be limited based on the length of time medications are to be taken.
2. All medication will be kept in a locked cabinet in the health room of the school. Medications requiring refrigeration will be stored in the health room refrigerator.

Administration of Medications During School Hours

1. Students will be responsible for reporting to the nurse's office at the time the medication is to be taken.
2. The school nurse will supervise the taking of the medication by the student.
3. Prescription drugs will be kept for any child receiving prescription medicine on an ongoing basis.
4. Unused medications should be returned to parents for disposition.
5. Any change in dosage of medication will be recognized only on receipt of written notice of change from the family physician and the parent.

Naloxone Policy (Narcan)

According to Policy 823, the Conewago Valley School District wishes to prevent opiate-related overdose deaths by making naloxone available in its schools. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with Pennsylvania law, the School District authorizes trained school personnel to administer naloxone in order to respond to a suspected drug overdose occurring in school.

The Conewago Valley School District administration shall take reasonable steps to notify students and their parents/guardians of this policy once each school year. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided. Reasonable means to notify students, parents and guardians of this policy may include, but not be limited to, electronic communications, publication through student handbooks, school newsletters and calendars, the School District's official website and other similar paper or electronic means of communication.

Homebound Instruction



In accordance with board policy 117, in order to be eligible for homebound instruction a pupil must be absent from school for 10 consecutive school days. The building principal should work with the Director of Special Education and Student Services in reviewing the situation and determining the need for this service.

The parent may request this service by contacting the building principal. The tutoring time will be one hour for each day absent after the student becomes eligible.

Homebound instruction is available to students confined to home or hospital for physical disability, illness or injury; or when such confinement is recommended for psychological or psychiatric reasons. Application for homebound instruction shall certify the nature of the illness or disability. A doctor request stating the illness, along with the start and ending date are required and should be submitted to the office. Only confinements expected to last at least two (2) weeks will be approved for homebound instruction. Exceptions to this procedure must be submitted to the building principal. Once homebound instruction has concluded, the student must check in with the attendance secretary in order to update attendance records.

Homeless Students

In accordance with board policy 251, the Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.

The Board shall ensure that homeless children and youth have equal access to the same educational programs and services provided to other district students.

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youth.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

Definitions

Enroll or enrollment means attending classes and participating fully in school activities. Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence, and includes:

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who qualify as homeless because they are living in circumstances described above; and



5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

The McKinney-Vento Act passed in 1987 provides services to homeless students. Homeless students are those who are not in a fixed, regular or adequate nighttime residence. Any family or student in the district who finds themselves in a homeless situation should call (717) 624-2157 to be connected with the district McKinney-Vento liaison who can explain your rights and assist you with McKinney-Vento information.

Home Education Information

Any homeschooled student that participates in a county, district, regional, or state level program must also participate in the same ensemble at the school.

[Home Education Packet Summary](#)

Home education programs for students of compulsory school age residing in the Conewago Valley School District shall be conducted in accordance with state law and regulations.

***Effective July 1, 2020: Pennsylvania compulsory school age will be age 6 to age 18.*

Procedures to follow for home education families submitting paperwork to the Conewago Valley School District: New Home Educated Families will need to do the following:

- [Submit a notarized affidavit annually.](#)
 - Submit a copy of your teaching objectives with the affidavit. (This must be filed by August 1st of each new school year.)
 - If your child is currently enrolled in the Conewago Valley school district and you are withdrawing your child from the Conewago Valley brick and mortar school to home educate them mid-year, you must notify the current building your child is attending immediately, provide a notarized affidavit, and objectives for your student to Dr. Brad Sterner, Assistant Superintendent at the Conewago Valley District Office, 130 Berlin Rd., New Oxford, PA 17350.
 - Submit a copy of your child's legally required immunization records or a [Medical/Religious Exemption form.](#)



Integrated Pest Management

School board policy 716 addresses integrated pest management at Conewago Valley School District. The state signed into law Act 35 and Act 36 of 2002 pertaining to requirements of School Districts and other municipalities related to pest management and the use of pesticides in the School District. In accordance with the law, the School District will maintain records of all chemical pest control treatments for a period of three (3) years and all treatments will be posted on bulletin boards and provided to each employee of the building as required both before and after treatments. Also, you as a parent or guardian of a student may receive direct notification before any spraying will occur at the building your child attends by completing a "Request For Notification" form. The "Request For Notification" form is available from the Receptionist in the District Office. We ask that you do not return the completed form to an individual school building but mail it to the Business Manager, 130 Berlin Road, New Oxford, PA 17350.

Parental Custodial Rights

Custody is legally vested in both children's natural parents unless there is a specific court order limiting the rights of either parent. It is the parent's responsibility to furnish the district with notarized copies of such court orders each year. If no such orders are in the child's file, it will be assumed that the natural parents have joint custody, equal access to the child's records, and both may legally take the child home from school.

PSSA Assessments/Keystone Exams

The annual Pennsylvania System School Assessment (PSSA) is a standards-based, criterion-referenced assessment which provides students, parents, educators and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in science.

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature and Biology. The Keystone Exams are one component of Pennsylvania's statewide high school graduation requirements.

Student Records

According to Policy 216, the Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or



state law and regulations.

Student Residency Requirements

Students must reside in the Conewago Valley School District to be eligible to attend school in the district. Questions on this requirement should be directed to the district office at (717) 624-2157. The district is to be notified immediately of any change in residency.

Skyward Family Access

Skyward is our Student Information System that rolls many of the necessary features of public education into one management system. Skyward allows parents to have access to their child's attendance, grades and behavior records. In addition, the Family Access feature will allow parents to pay fees, place money in lunch accounts, etc. The SKYLERT feature will allow for sound communication between the school and our families with regard to school news and notes.

Parents may utilize the Skyward student information system to:

1. Update personal information (medical, emergency contacts, etc.)
2. Access lunch accounts
3. Access student grades

Parents are encouraged to download the Skyward App and use this system. Questions may be addressed to the building offices.

School Colors/School Mascot

Colonial Maroon, Gunsmoke Gray, and New Oxford Navy are the district colors. Each color has been selected to symbolize Conewago Valley School District history and values: Colonial Maroon - bravery and sacrifice, Gunsmoke Gray - dependability and responsibility, and New Oxford Navy - confidence and intelligence. The school mascot is the Colonial.

School Closings

Closing of school due to inclement weather or any other reason will be communicated through the district website, Skylert (School Messenger), and on the following radio and television stations. Please do not call the District office switchboard or the homes of school personnel.

WHVR	WGET	WSBA	WITF
1280 AM/98.5 FM 637-3831	1320 AM/107.7 FM 334-3101	910 AM/103 FM 764-1155	89.5 FM 236-6017
WGAL	WHP	WHTM	
Channel 8	Channel 21 234-6397	Channel 27	



School Counseling

A school counseling program is an integral part of the instructional program of district schools. School counselors work to maximize student success, promoting access and equity for all students. School counselors create a school culture of success for all. School counselors design and deliver school counseling programs that improve student outcomes.

The mission of the CVSD School Counseling Department is to support our school district's educational mission by providing a comprehensive school-counseling program which will prepare each student to reach his or her fullest academic, career, and social-emotional potential.

As such, the CVSD School Counseling comprehensive program can:

1. Assist students in achieving their optimum potential.
2. Enable students to significantly benefit from the offerings of the instructional programs.
3. Identify intellectual, emotional, social and physical needs.
4. Aid students in recognizing options and making choices in vocational and academic educational planning.
5. Assist students in identifying career options consistent with their abilities and goals.
6. Help students learn to make their own decisions and to solve problems independently.

School Insurance

The School Board has made arrangements whereby accident insurance is available to be purchased by the parents for:

1. Any activity during school hours.
2. Any activity sponsored by the school.
3. Any activity round-the-clock.

Insurance for pupils is available through a commercial insurance company each fall at a nominal fee. Please read the coverage carefully to recognize the limitations of the policy. All persons planning to participate in sports must carry this insurance or have their own insurance approved by the administration. The student must pick up claim forms at the appropriate school office. If possible, this should be done before the injured student goes to the doctor's office, or immediately after seeking medical attention.

School Name

The name of the Conewago Valley School District, any of its schools, any school groups, or any employees in their school related capacity, may not be used by an outside organization or individual, for the solicitation of advertising or any other consideration, for merchants or residents of the Conewago Valley School District, without prior Board approval. This includes the creation of social media accounts that depict students, teachers, buildings, or any other aspect of Conewago Valley School District.

School Property (textbooks, electronic devices, locks, etc.)

1. Students are responsible for school property issued to them. It is their responsibility if the property is lost, damaged or stolen.
2. Students need to show respect for school property and the property of others at all times. Students may be charged for damage to school property caused by carelessness or abuse. Students who willfully destroy or participate in theft of property will result in disciplinary action and may be reported to appropriate



authorities.

iPad Expectations

Responsible Use:

Students are required to adhere to District policies ([CVSD iPad Expectations](#)) and procedures in regard to use of the school-issued iPad. The following District policies address issues regarding technology use by students: School Board Policy 237 Electronic Devices. The school-issued iPad is no different than any other resource provided to a student by the District. The District expects students to responsibly use the iPad for purposes that support student learning. Any activity that violates the policies listed above will result in disciplinary action and/or consequences..

Using the iPad Outside the District:

When using the iPad outside the District, students are bound by the same policies, procedures, and guidelines as they would be at school. All district devices are managed and monitored by the Conewago Valley School District Technology Department.

Care of the iPad:

The iPad assigned to a student remains the property of the District; therefore, students are expected to care for the device in a proper and respectful manner. The District may charge for loss or damage to the device and/or any accessories (see below). Students are responsible for reporting any damage or loss to a teacher immediately. If the iPad requires repair, students must take it to the designated technical support person in the school.

School Visitation

Parents are welcome to visit district schools. Parents wishing to do so should make arrangements in advance with the school offices. This will help to ensure that your visit is productive. Upon arrival at the school, all visitors must register at the office window. Unless you have previously done so, you will be asked to submit your ID to ensure the safety of the students in our building. Upon successfully doing so, you will receive instructions for the day and a visitor's label. Visitors should wear the label on their shirt or blouse so that it is clearly visible during the entire visit. Deliveries of flowers/balloons for a student's birthday or other special occasion are not permitted at district schools due to the disruption it may cause in the classroom, hallway, and on the bus.

School Volunteers

Parent volunteers need to complete an application, secure clearances, and be approved by the district. The application forms are accessible on the district website.

Special Education Services

The school district provides a free appropriate public education (FAPE) to all exceptional students determined to be in need of "specially designed instruction." These services may be provided solely by the school district or in conjunction with the Lincoln Intermediate Unit #12. A range of educational placements is available to meet the individual needs of each student including: supportive intervention in the regular class, supplemental intervention on an itinerant basis or in a resource room, part-time and full-time special education classes, and full-time classes outside of the regular school.

Student services are available for the following exceptionalities:

1. Gifted Support - For exceptional students identified as gifted.
2. Learning Support - For exceptional students where the primary need is academic learning.



3. Life Skills Support - For exceptional students where the class is focused primarily on the needs of the students for independent learning.
4. Emotional Support - For exceptional students whose primary need is for emotional support.
5. Deaf or Hard of Hearing Support - For exceptional students who are deaf or hearing impaired.
6. Blind or Visually Impaired Support - For exceptional students who are blind or visually impaired.
7. Speech and Language Support - For exceptional students who are speech and language impaired.
8. Physical Support - For exceptional students who are physically disabled.
9. Multiple Disabilities Support - For exceptional students who have multiple disabilities.
10. Autistic Support - For exceptional students who are autistic.

For more information please contact the Director of Special Education.

Student Assistance Program

The Pennsylvania Student Assistance Program (SAP) trains school staff to identify alcohol, tobacco, other drugs, and mental health issues that act as barriers to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. Students may refer themselves or friends to the program as well as parents, teachers, school staff and administrators, if they have concerns for their well-being. All such referrals are handled in complete confidence.

Student Records

The Conewago Valley School District maintains education records on each student such as grades, standardized test scores, etc. that are necessary in developing the student's educational program. Parental permission will be obtained for any psychological or psychiatric testing. The Conewago Valley School Board has authorized that all testing done by school officials in the classroom is part of the educational program. Each eligible student or parent has the right to inspect and review the student's education records and to request the correction of any errors, as set forth in the Conewago Valley School District Pupil Records Policy, by contacting the building principal.

The Conewago Valley School District may release "Directory Information" (student's name, address, height, weight, etc.) However, an eligible student or parent of a student has the right to refuse disclosure of this information by giving written notification to the building principal. All other information in the student's education record will not be revealed to any person except as specifically provided in the Public Records Policy.

Telephone Calls

For the convenience of students and parents, the office staff or teachers will assist students in contacting their parents. Please follow these guidelines:

1. Student use of cell phones during academic time is prohibited unless permitted by the classroom teacher. Electronic devices may only be used in accordance with student handbook guidelines.
2. The classroom environment will not be interrupted for non-emergency phone calls. Informational messages will be taken and given to the student at the earliest convenience.
3. Parents should plan appropriately and communicate with their child in order to reduce the frequency of non-emergency messages.

In the case of a home emergency, parents should contact the office at (717) 624 -2157.

Visitors

All building doors are locked during school hours. Visitors need to enter the school by the lobby doors. All visitors



to the building must report to the office and provide identification to obtain a visitor badge. Any person seen in the building without a badge will be directed to the office.

To ensure the safety of our students, parents with questions or concerns should contact teachers or administration to set up an appointment. For safety reasons, parents should not walk in the school with their child during morning arrival. Urgent matters that require immediate attention may be directed to the building administration. This is focused on the safety of our children and in no way diminishes the respect we have for open communication between the faculty and our students' parents/guardians.

Withdrawing from School

When a student is withdrawn from school for reasons of moving or is transferring to another school, the school should be notified at least two (2) days prior to the change. The student must secure a withdrawal form from the school building office and on the last day of attendance have each teacher initial the form to show that all obligations with each teacher are cleared. All devices, textbooks, locks, laboratory fees, etc. must be returned or paid for. Information as to where the student is moving and the name of the new school district, if possible, must be furnished.

Work Permits

To obtain a work permit students must:

- Secure an application at the New Oxford High School office or the Conewago Township Elementary School office in McSherrystown during office hours.
- Have a parent or guardian and student present, and formal documentation of the child's birth (birth certificate, baptismal certificate, license, or passport).
- If not, this application will need to be notarized by an official notary.
- Once a work permit is secured the student will no longer need to apply for a work permit when applying for or changing jobs. All students under the age of 18 must obtain a work permit in order to work. If a student loses the original work permit, a new permit must be obtained.
- The student is required to sign the certificate in the presence of a school official for all permits.



Section IV - High School Specific Information

General Rules and Regulations

In any institution, certain rules are necessary to facilitate a smooth and efficient environment. In accordance with CVSD Board Policy #235 (Student Rights & Responsibilities), New Oxford High School administration believes that all students can act in an intelligent, unselfish manner. This belief permits us to offer many privileges and opportunities. The administration reserves the right to remove privileges when the actions of students do not meet expectations.

We feel that it is important to give our students a brief overview of expectations laid out in the policy. Anyone who wishes to view the complete policy, may do so on our website under the school board section. In addition, the full policy is displayed in the Student/Parent Handbook. Essentially, it comes down to the items described below:

Section I. – Responsibilities:

Every student enrolled in the public schools of the Conewago Valley School District is expected to exhibit responsible behavior consistent with the kind of conduct traditionally recognized as appropriate in a school setting. This would include, but is not limited to following all school rules & procedures, affording respect to everyone involved in the educational process, coming to school daily and giving the very best effort possible.

Lockers

The school provides an individual school locker for each student, upon request. The locker service is supplied by the Conewago Valley School District, and the student does not own the locker. As a result, the administration and faculty have the legal authority and responsibility to conduct regular locker inspections whenever it is in the best interest of the school.

Each pupil will be held responsible for the maintenance, cleanliness, and condition of his/her locker. In case of any damage or defacement, the student to whom the locker is assigned will be held responsible. Locker assignments are made and recorded by each administrative homeroom teacher on the first day of school, or in the case of late entrants, on the first day of school for that student. Under no circumstances will students be allowed to use any other locker than the one that is assigned to them. It is strongly recommended that students purchase locks for their lockers. Locks may be purchased through the high school office for \$5.00. Only locks purchased from the school may be used. All others will be removed. Each student is responsible for cleaning all items from the locker at the end of each year. The school will discard items left in the lockers after the last day of school for the school year.

Lost and Found

Lost and found items are brought to and maintained in the high school main office. Throughout the school year, articles are found and turned in by students and staff members. Please check this area in the main office if you are missing something during the school year.

Money and Valuables

New Oxford High School discourages the carrying of large sums of money or valuables. Locks are available for purchase through the high school office for \$5.00 each. Use them! The school will not be responsible for lost valuables. Gym lockers are used and shared by all students. It is highly recommended that students lock their belongings in a gym locker while attending gym class. Any type of lock may be used on the gym lockers. The locks



must be removed after class in order to allow the next class to utilize the lockers. Again, the school is not responsible for lost or stolen valuables.

Student Fees/Debts

Students enrolled in courses that require fees at New Oxford High School should follow the process below to pay for the course. Course fees are used to help offset the costs of materials and supplies used in these classes.

We encourage you to make use of the Skyward system for payment. Fees should be paid online through Family Access by following these steps:

1. Go to conewago.k12.pa.us
2. Parent drop down menu
3. Skyward Family Access
4. Sign in to your account
5. Select Fee Management
6. Make payment

If you are unable to submit payment online, checks should be made payable to New Oxford High School.

Students are expected to remit payment for all course related fees, lost books, or technology fees. Projects must also be collected and taken home at the end of each course. Students are made aware of this prior to enrolling in the course. Failure to meet these obligations may result in any or all of the following items...

1. Students may not be able to attend graduation practice and/or walk in the graduation procession.
2. Students may not be permitted to purchase Homecoming/Prom tickets, or parking passes.
3. Students may not be able to attend May Day/Winterfest activities or be involved in extracurricular activities.

Section II- Conduct

Academic Honesty Policy

Purpose:

Academic honesty is an essential part of promoting academic excellence; therefore, an academic honor code and consequences for violating the honor code must be established. Once a student is in a university, college, or workplace, any form of dishonesty will result in serious penalties, including automatic course failure and expulsion, or losing one's job, etc. The danger of plagiarism is not only the consequences that result from being discovered, but having a false sense of accomplishment. Cheating, dishonesty, and plagiarism will not be tolerated.

Definition:

"Cheating is defined as taking the work, words, ideas, and/or efforts of another person and presenting it as one's own or providing one's own work to be presented as another's."

Cheating includes, but is not limited to the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another person's test or assignment with or without his/her consent for the purpose of duplicating that work and submitting it as your own.



- Submitting the work or words of a parent, sibling, friend, or anyone else as your own work.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Giving answers to another student for an assignment or an exam.

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of the work.
- Presenting an idea, theory, or formula originated by another person as your own original work. This includes inappropriate use of Artificial Intelligence (AI) tools or sites.
- Purchasing or receiving in any other manner, a term paper or other assignment that is the work of another person and submitting that assignment as your own work.

Consequences:

Evidence of cheating through admission or fact will result in the following disciplinary actions:

1. **A first offense:** Academic dishonesty will result in a grade of zero on that exam/assignment which will lower the final grade and which cannot be made up for credit. The teacher and/or administrator may follow Level 1 responses to student misconduct. This does not eliminate or undermine a contract agreed upon in any upper level class. The incident is also documented in the discipline file.
2. **A second offense:** A second violation will result in a grade of zero on that exam/assignment which cannot be made up for credit and consequently, will lower the final grade. If the second offense occurs in the same course as the first offense, a failing grade for the marking period in which the academic dishonesty occurred may be the result. The failing grade will be a 64% unless the student's cumulative grade was already less than 64%, in which case the resulting failing grade will stand. The teacher and/or administrator may follow Level 2 responses to student misconduct. The incident is also documented in the discipline file.
3. **All further offenses:** Will result in a grade of zero on the exam/assignment which cannot be made up for credit and which will lower the final grade. The teacher and/or administrator may apply additional Level 3 consequences. The incident is also documented in the discipline file.
4. Any occurrence by an honor society member may result in exclusion or expulsion from membership. The incident is also documented in the discipline file.
5. Students enrolled in "College in the High School" classes who violate the Academic Honesty Policy will be subject to the policy of the institution that they are attending as well as that of CVSD. The incident is also documented in the discipline file.

Homework Guidelines

At New Oxford High School we believe the purpose of homework is to:

- Reinforce standards studied in class
- Enrich what students are doing in class
- Develop independent thinkers/problem solvers
- Provide an opportunity to earn accelerated credit (may not apply to all courses).

While our building does not have a standard homework policy in place, we do recognize that whether assigned in the format of reading, skill development, vocabulary practice, or extension assignments for accelerated credits, homework is designed to reinforce and review the concepts and content learning in the classroom, prepare or



study for assessments, and introduce upcoming lessons. For these reasons we have developed the following guidelines for each stakeholder in the homework cycle.

Teacher Responsibilities:

- Communicate clear expectations and grading procedures to students.
- Provide appropriate time for project completion and review homework promptly.
- Ensure that resources and materials are easily obtainable for homework and projects.
- Be proactive with regard to communication with parents over concerns.
- Departments develop common homework policies to ensure consistency and special education teachers should align their homework policy to the department of the course they teach.
- A syllabus is recommended for distribution at the beginning of every semester outlining course requirements; including homework assignments, projects, possible due dates, and procedures for requesting feedback on assignments.
- Advisory teachers should provide the parent Schoology code to the parents of students in their Advisory.

Parent Responsibilities:

- Provide an environment conducive for success in completion of school work.
- Assist with your child's organization by checking his/her notebook or backpack.
- Make sure your child has the necessary supplies and has sufficient time to do the work.
- Be active when checking the parent portal (Skyward) to ensure your child is keeping up with assignments. Assistance in the portal can be obtained by contacting Linda Swift at 624-2157, ext. 1017
- Show interest in your child's work by discussing what is being learned.
- Watch for signs of frustration or failure. Troubleshoot with your child and their teacher solutions to the problems of misunderstandings, time management, and learning process.

Student Responsibilities:

- It is the responsibility of the student to record their homework assignments and respective due dates.
- Spend approximately 30 minutes of focused, non-distracted effort on homework per class meeting and turn work in on the date it is due.
- Engage in self-assessment, identify areas for improvement, and take initiative to address areas of difficulty.
- Clarify with the teacher any instructions or content not understood.
- Keep an up-to-date agenda for homework and other assignments and their due dates.
- Arrange a proper study area that is relatively free from distraction.

Late Homework

As a general rule, all students are expected to do their homework. Recommended consequences for not completing homework are as follows:

- 1st offense – documentation and remediation with teacher to complete the homework
- 2nd offense – documentation, phone call to parent/guardian, and remediation to complete the homework
- 3rd offense - documentation, phone call to parent/guardian, remediation during teacher detention to complete the homework
- 4th and each additional offense – documentation and disciplinary referral to the administrator to assign detention.

When a student is absent from school, all assignments are to be made up by the student as per building guidelines. Parents who are requesting homework assignments for absent students should follow the steps below:



1. The length of time for make-up work should be equal to the number of days of legal absence; one day of extension for each day of absence.
2. The student will be absent for two or more consecutive days.
3. A period of 24 hours' notice must be given from the time the homework is requested until the time the homework is picked up. It may be likely that all school work can be completed using Schoology, our online learning platform.
4. If a student knows prior to the absence that he or she will be absent for an extended period of time, a pre-arranged absence form should be completed in the main office. The student should then arrange for collection of assignments with each individual teacher before the absence occurs.
5. Students may want to obtain phone numbers from a few classmates in each of his or her classes. By doing this, a classmate could be contacted to obtain homework assignments should a student be absent for only one day.

Participation in extra-curricular and outside activities does not negate a student's responsibility to complete assignments.

Section III- General Operations

Bell Schedules

Please click "[here](#)" to access the Bell Schedules spreadsheet.

Electronic/Cell Phone Devices

Cell phone/electronic devices may only be used during the following times; between transition of classes, lunch, before/after school or under the direction of the teacher during class time for academic purposes only. Students will only be permitted to use one earbud when using cell phones/electronic devices for safety reasons when traveling in the hallway between classes. The use of the following electronic devices by students is strictly prohibited...pagers, cameras and video cameras, laser pointers, remote controls, and other electronic devices that record or transmit audio and video images. The use of smart watches should be for authentic purposes and not to subvert the purpose of the cell phone expectations. Students found violating the electronics/cell phone guidelines will face the following consequences:

- First Offense – The student will be given a warning by the teacher and a parent/guardian will be contacted by the teacher. Teacher will document the incident.
- Second Offense – The device will be confiscated and the student will pick up the phone at the main office at the end of the day. The student will be assigned an hour of Saturday school, and the teacher will document the incident.
- Third and Future Offenses – The device will be confiscated and may be held for a period of one week. A parent/guardian will be required to pick it up at the main office. The student will be assigned 3 hours of Saturday School. The student may lose privileges to bring a cell phone to school.

Students will be held responsible for inappropriate and unauthorized use of cell phones. The Student Acceptable Use Policy will apply to cell phone usage. For a complete copy of the Student AUP check the district website, www.conewago.k12.pa.us. Consequences for inappropriate use of cell phones will be addressed per the disciplinary code of conduct outlined in the student handbook. The school will not be responsible for the loss or theft of any such items.



Food Allergies

Food allergies can be life threatening and require special precautions to minimize the threat of accidental exposure to allergens while students are in school. The threat can be greatly reduced through the cooperative efforts of the student, family, school personnel, and physician.

Family Responsibilities

- Update the school immediately of any changes in the student's condition.
- Participate in the planning for accommodations with the school team.
- Provide any written documentation needed by the school.
- Provide necessary medication and directions for use.
- Provide a list of foods that may be used as alternatives.
- Educate the student regarding the allergies and steps to be taken in the school environment.
- Contact the school immediately with concerns or questions.

Student Responsibilities

- Do not eat anything that may contain the allergen
- Do not eat anything when the contents are unknown
- Do not trade food with other students
- Cooperate with the procedures developed by the school and parent(s)
- Notify an adult immediately if a reaction is beginning

Gambling

Gambling in any form is prohibited. Students may not play cards, roll dice, or play board games that involve the exchange of money or other items as part of the game.

National Honor Society

Membership into the National Honor Society is by invitation only after students have met the organization's national and local requirements. Juniors and Seniors that have attained a 3.75 overall grade-point average may submit an application to the National Honor Society committee. The committee evaluates each applicant's scholarship, character, leadership, and service to school and community.

It is important to note that any suspension, in-school or out-of-school, or academic dishonesty issue will impact eligibility to apply for or maintain membership in the National Honor Society. The National Honor Society selection process will take place in the fall.

Passing between Classes

Sufficient time (5 min) is given for students to pass from one class to the next. Students arriving after the start of class will be considered late. The following consequences will be used to address students arriving late to class:

1. 1st offense – student admitted to class, verbal warning and incident is documented
2. 2nd offense – student admitted to class, teacher assigned detention, parental contact and incident is documented
3. Additional offenses – student admitted to class, incident is documented and a referral is sent to the appropriate administrator

Hall Passes



Except when transitioning between classes, students are required to have an active eHallpass to be outside of their designated area or class.

Safety

As part of our educational philosophy we include the development of good habits of safety for all students within the high school. We will continue to emphasize the following:

- Riding the school bus is a privilege. Students must obey all safety rules while on the bus and at bus stops.
- Safety equipment, safety glasses, and lab clothing are to be used and worn as directed by appropriate school staff.
- All physical education equipment should be used with care as directed by school personnel.
- Movement within the building is to be done in a safe and orderly fashion. Running, jogging, etc. are not permitted due to the increased risk of injury to self and others.

Senior Early Release

Seniors who have earned Early Release will be dismissed at 1:55 PM at the end of period 4. If a student has earned Early Release, they are required to leave campus. Each student who earns early release will follow the established guidelines for dismissal.

- Parent permission form must be signed and returned at the start of each school year
- Students will provide their own transportation or be able to get a ride
- Students will be required to attend Advisory each Monday
- Students must maintain an 83% or above in all classes
- Students must maintain a 90% or above attendance rate
- Students may not have any major discipline concerns (ISS or OSS)
- Students may not have outstanding debts or obligations
- ★ Early Release will not be offered on days with special events/activities at which students are preferred or required to stay until the end of the day.

Student Drivers

Driving and parking on school property is a privilege students have, not a right. This privilege can be revoked at any time if the safety of the driver and/or fellow students is endangered or if rules are not obeyed. The following is a list of expectations for all students driving and/or parking on school property:

1. All drivers must be registered in the high school office. Any student with a valid driver's license and registration may obtain a parking pass. Students should use this [form](#) to submit their parking pass registration. Parking passes are \$20 and will be available after the student driver meeting the first week of school. After the meeting, student parking passes can be picked up in the office once the fee is paid in Skyward. This parking pass is for the registered student's vehicle only. Students should report lost parking passes or update current information to the office in a timely manner. If available, replacements will cost \$5.00.
2. All speed zones must be obeyed and vehicles must be operated in a safe manner. Campus speed limit is 15MPH.
3. All cars parked on school property must display a parking pass on the rear view mirror and **be visible** through the windshield.
4. Vehicles must be parked properly – no double-parking, sideways parking, parking on grass or parking in restricted areas.
5. Students must park in student parking areas with white lines, not the areas reserved for faculty, staff, or visitors, which are marked with signs or yellow lines and are numbered. Students must park in the lot designated by their parking permit color.



6. Students parking in the back lot (NAVY) must enter/exit via the back driveway. Do not drive around the front by the tennis courts when leaving after school. Students parked in the front lots should exit as follows: GRAY: turn right and turn right again and exit at the east end of the campus. MAROON: Turn right out of lot and use the exit onto Berlin Road. Students should enter the proper entrance and exit using the proper exit in front of the building. Traffic is now one way and signage and road arrows are visible.
7. It is expected that student drivers, and their riders, be to school on time. Habitual tardiness to school can result in a loss of parking privileges.
8. Upon arriving on school grounds, student drivers are to immediately park in a designated student area, and once parked, leave the car and enter the high school building. **ABSOLUTELY NO LOITERING IS TO OCCUR IN THE PARKING LOTS OR VEHICLES.** Once parked on school property students are not to leave without permission.
9. If needing to go out to your vehicle to retrieve personal items, students must check in with the main office prior to going to the vehicle. Failure to obey the aforementioned rules may result in removal of the vehicle (towing) at student expense and temporary or permanent removal of driving privileges and/or parking on school property.
 - Please register the vehicle you will drive the majority of the time
 - Only one parking pass per student
 - If you change vehicles during the year, please update your registration at the office
10. If a student returns a damaged tag at the end of the year or requires a replacement at any time, there will be a \$5 replacement fee.
11. Consequences of driving and parking privileges are as follows: (Fines will be entered in Skyward as a fee.)
 - a. First offense = \$5 ticket
 - b. Second offense = \$10 ticket
 - c. Third offense = \$15 ticket & parking pass revoked

Student Walkers/Riders with Parents

Students who walk to and from school are to remain on the sidewalks at all times. Students are not to cut across lawns or parking lots. Student walkers are to enter the building immediately upon arriving in the morning and are to leave the property at dismissal. Students are not to loiter in the front of the building or in the parking lots.

Parents dropping off and picking up students for school will do so in the front of the HS/MS complex at the MS and HS main entrances.

Study Hall

Study halls occur infrequently within the block schedule. However, when students are placed into study halls they are expected to work on and complete school-related assignments. Students wanting to see a teacher to make up a test or to receive tutoring during a study hall should have an eHallpass from that teacher.

The Crossroads (Library)

The Crossroads is open Monday - Friday from 7:05 am to 2:55 pm. When the Crossroads is not open, students can still access reputable research sites through the library tab (LibGuide) on the high school page when visiting our school's website, www.conewago.k12.pa.us. In order to access Opposing Viewpoints in Context and Student Resources in Context, use the password nohs. To access Worldbook Online Encyclopedia use the ID conewago and password *culibrary*. Students are required to sign in upon arrival and sign out when leaving the library. The use of passes to enter or exit the library will be consistent with the high school guidelines.



Overdue Materials

- \$.05/day at all buildings
- 4-day grace period, on the 5th day the fine has accrued to \$.25
- No charges for weekends/holidays
- No checkouts/ limited checkouts when a patron has a fine <\$2.00 OR overdue item (at the discretion of the librarian)
- If a fine exceeds \$2.00, that student will no longer be able to check out any materials
- A fine may not accrue to exceed the cost of the replacement plus processing
- A detention may be assigned mid- and end-marking period
- If material is three months overdue, the material will be marked as 'Lost' and Lost Materials procedures will be followed

Lost Materials

- Student is responsible for the full price listed on the item, not the Amazon/Vendor price
- Student is also responsible for the cost of processing an unprocessed new title at a cost of \$5.00
- At the discretion of the librarians:
 - Student may 'donate' a title similar to the lost material and pay processing charges if they qualify as Economically Disadvantaged by the Free and Reduced Lunch Program
 - Students may work for minimum wage (\$7.25/hour) in the library to reduce their fines, but only with the approval of the librarian (These students may or may not qualify for the Free and Reduced Lunch Program).

Forms of Notification

- Send weekly overdue notices via email (grades 5-12) and/or paper notice to teachers
- Make personal contact with students as much as possible
- Make home contact via phone or email
- Issue discretionary lunch/after-school detention (mid-marking period, end of marking period)
- Issue a debt slip and/or office referral

Weighted Grading

Level 1			Level 2			Level 3			Level 4		
TYPE	% OF FINAL GRADE	MIN # OF ASSIGN. PER UNIT	TYPE	% OF FINAL GRADE	MIN # OF ASSIGN. PER UNIT	TYPE	% OF FINAL GRADE	MIN # OF ASSIGN. PER UNIT	TYPE	% OF FINAL GRADE	MIN # OF ASSIGN. PER UNIT
Assessments	40%	1	Assessments	40%	1	Assessments	40%	1	Assessments	40%	1
Summarizers	25%	2	Summarizers	25%	2	Summarizers	25%	2	Summarizers	25%	2



Artifact of Learn.	35%	3	Artifact of Learn.	35%	3	Artifact of Learn.	35%	3	Artifact of Learn.	35%	3
--------------------------	-----	---	--------------------------	-----	---	--------------------------	-----	---	--------------------------	-----	---

Section IV- School Counseling Services Curriculum/Graduation Requirements

For a description of curricular course content, credit value, weight, prerequisite(s), and graduation requirements for each subject offered; please consult the [New Oxford High School Course Selection Guide](#). We highly recommend students take an active role in investigating college and career opportunities. Our school counselors are eager to help develop plans for students to take required courses and experience authentic work environments to help students and families make informed decisions.

Career Portfolio (formerly the graduation project)

As mentioned above, each student will complete a career portfolio in addition to earning 28 credits. The project specifications are detailed below.

Students will be assigned to an advisor who will assist them in the career portfolio, along with the School Counseling staff. Students are permitted to begin their career portfolio as of the first day of the 9th grade year. Most of the work for the Career Portfolio will be completed during the school day. Most seniors have already completed their Career Portfolio requirements. Members of the 9th, 10th, and 11th grade classes will be required to complete assignments by May 1st of each year.

Students will have a portfolio of activities that were accomplished throughout their high school careers. These activities will assist students upon graduating from high school.

If a student does not complete a career portfolio or misses a submission deadline, he or she will not be permitted to attend May Day, and will also be excluded from the Prom, and lose the ability to participate in the graduation ceremony.

Conewago Valley Online Academy (CVOA) [CVOA Handbook 2024-2025 \(NOHS\)](#)

School Counseling

There are four school counselors available at the high school and one career counselor. Students are alphabetically assigned to a counselor based on their last name. Assignments are as follows:

- Last names A-E: Mrs. Shannon Mannino
- Last names F-K: Mrs. Alexandra Karkuff
- Last names L-Q: Mrs. Allison Evans
- Last names R-Z: Mr. Mark Rodrigo

The assigned school counselor will remain with your child throughout their high school experience. Full-time school counselors are available to help all students with any questions or problems that may arise. Appointments may be scheduled by contacting the appropriate counselor by email or phone. Students are encouraged to see their assigned school counselor for most issues; however, if an urgent need develops any school counselor is able to meet



with and assist the student. Students may see counselors to:

1. Obtain information about post-secondary training (i.e. colleges, technical schools, and trade schools, military and to discuss apprenticeship opportunities).
2. Obtain information about scholarships and financial aid.
3. Discuss scheduling issues and required courses for graduation.
4. Learn more about their abilities and interests as they relate to vocational/career opportunities.
5. Obtain information about part-time and full-time employment.
6. Obtain information about the armed forces.
7. Discuss subjects for the next school year.
8. Talk confidentially about a personal problem.

Our school counseling program is dedicated to helping students reach their fullest potential. The responsibility for achieving this objective is twofold. First, New Oxford High School has the responsibility of providing and informing parents and students about the broad range of services and information available to them through the School Counseling Office. Secondly, the student and his/her parents have a responsibility to seek out these services when needed.

Adams County Technical Institute

Adams County Technical Institute (ACTI) will provide a schedule for students enrolled in their courses. Students are expected to be prompt and attend all scheduled ACTI classes. Students are still expected to attend classes even when Conewago Valley schools are closed.

- All juniors traveling to and from the ACTI classes are expected to use the bus transportation provided by Conewago Valley School District. Failure to attend class as scheduled will result in disciplinary action for cutting as outlined in the student handbook.
- During their senior year of courses, transportation to and from ACTI will be provided, however, a senior student may provide their own transportation. A student choosing either district or personal transportation to and from ACTI, must use this mode of transportation for the entire school year. It is important to note.
- **NO STUDENT** may provide transportation for another student.

Honor Roll

The Honor Roll will be published at the end of each semester based on the following guidelines:

1. Distinguished Honor Roll: 3.5 - 4.0 unweighted GPA
2. Regular Honor Roll: 3.0 - 3.49 unweighted GPA
3. No D's for the semester
4. Full schedule for grades 9 - 11; seniors must carry a minimum of two classes

Student Schedule Changes

At the beginning of each semester, on or after the first day of classes, there will be no changes made to schedules unless there is a unique reason (i.e. academic misplacement, addition of a course to meet graduation requirements, adding a missing prerequisite course, failure of previously taken core subject, or post-secondary goals). This change will be determined by the principal to be in the best interest of the student after consultation with the parent(s) or guardian(s), the school counselor, and the teacher(s) involved. Arrangements for making up missed work must be



approved by the receiving teacher, counselor, and/or administrator. The change will not appear on the student's permanent record.

The deadline for all changes is identified when schedules are distributed. Students' second semester schedules may be changed by the administration due to first semester performance. All student schedule requests are subject to course availability and administrator approval. Students who feel there is an error in their schedule should bring this to the attention of the School Counseling Office prior to the end of the allowable window for schedule changes. If it is determined that an error does exist, necessary changes will be made after consultation with the teachers involved. These changes will not appear on the student's permanent record.

Parent(s) must approve schedule changes. Only under special circumstances, and with administrative approval, are students able to drop courses after the first marking period of each semester. If a student drops a course after the first marking period, the subject dropped will be recorded on the student's permanent record with a WP (Withdraw Passing) or WF (Withdraw Failing) based on the student's grade at the time of withdrawal. A "WP" or "WF" will not affect class rank. A "WF" will keep a student off the honor roll for the marking period in which it was received; a "WP" will not. No student may drop a course in the last 30 school days of the semester.

Teachers and/or school counselors are available for conferences to suggest, advise, and discuss course selections. For conferences, contact the School Counseling Office by calling 717-624-2157, ext. 2012.

Academic Intervention Services

Colonial Learning Center

The CLC is open from 7:30 a.m. - 2:30 p.m. every day and offers a variety of services to those who attend. Tutoring, test reading, and assistance with homework strategies as well as general study skills are items covered in the center. The CLC is staffed with a full-time teacher and assistant and is visited throughout the school day by teachers of all subjects. Students who are struggling in courses, who do not currently receive interventions may also have the opportunity to attend the center on a more regular basis throughout the school day.

Laurel Life

The Laurel Life Program serves as an intervention-based program designed for students in need of assistance with regard to attendance, academics and/or behavior. Laurel Life placements are generally for 45 day periods. Students in the program will develop goals with regard to attendance, academics, discipline, and other areas. There is a full-time behavior intervention specialist, a certified classroom teacher, and a school psychologist that will be responsible for the daily operations. Students will also have access to their teachers, school counselors, and administrators. Student placement in the Laurel Life Program will be a team effort including all stakeholders who have interactions with the child.



Section V - Middle School Specific Information

Bell Schedules

Daily Bell Schedule

7th/8th Grade		
HR	7:30-7:35 (5)	
WIT	7:37-8:23 (46)	
2nd Period	8:27-9:18 (51)	
3rd Period	9:22-10:13 (51)	
4th Period	10:17-11:08 (51)	
7-2/8-2 5th period	7-3/8-1 5th period	7-1/8-3 5th period
Lunch A 11:08-11:38	Class 11:10-11:40	Class 11:10-12:12
Class 11:40-12:42	Lunch B 11:40-12:10	Lunch C 12:12-12:42
	Class 12:12-12:42	
6th Period	12:44-1:35 (51)	
7th Period	1:39-2:30 (51)	

Monday Early Dismissal Bell Schedule

MONDAY EARLY DISMISSAL SCHEDULE		
HR	7:30-7:35 (5)	
WIT	7:38-7:58 (20)	
2nd Period	8:01-8:34 (33)	
3rd Period	8:37-9:10 (33)	
4th Period	9:13-9:46 (33)	
6th Period	9:49-10:21 (32)	
7th Period	10:24-10:56 (32)	
7-2/8-2 5th period	7-3/8-1 5th period	7-1/8-3 5th period
Lunch A 10:56-11:26	Class 10:58-11:28	Class 10:58-12:00
Class 11:28-12:30	Lunch B 11:28-11:58	Lunch C 12:00-12:30
	Class 12:00-12:30	



Band, Orchestra, Chorus Drop Procedure

Once students are in the band, orchestra, and/or chorus during the first semester, they may drop the class only after their Holiday concert in December. The window of time to drop the class will be between the Holiday concert and the day the students are dismissed for the Holiday vacation. The students must have a note signed by their parent or guardian and must present that note to the director of the performing group. After the Holiday vacation students are not permitted to drop the class and must remain in the class until the end of the school year.

C.H.A.R.G.E (Positive Behavior Intervention Support)

The C.H.A.R.G.E Program will focus on rewarding students for desired behaviors that positively affect their social and academic success and the school as a whole.

This decision-making framework is designed to support the idea of School-wide Positive Behavior Intervention Support by ensuring that all students have access to the most effective and accurately implemented instruction, behavioral practices and interventions possible. SWPBIS provides an operational framework for achieving these outcomes. It is our hope and belief that this program will help to create learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary, and are
- More engaging, responsive, preventive, and productive;

And that will:

- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior);
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health); and,
- Most importantly, maximize academic engagement and achievement for all students.

Food and Drink

Students should not consume food in the classroom unless they have the permission of the teacher. Students may pack a sealed, non-water beverage (soda, gatorade, juice, etc.) for their lunch but the drink must be completely consumed during lunch. Students may not consume non-water beverages in class due to the cleanliness of the building. If spilled, non-water beverages could create a mess in the classroom more difficult to clean up than water. The school has water filling stations in each academic wing that students are welcome to utilize throughout the school day. **PLEASE NOTE: Energy drinks are not permitted to be consumed during the school day. If seen, the drink will be confiscated and disposed of appropriately.**

Fun Nights

Middle school students will have the opportunity to participate in Fun Nights/Dances, which will be held throughout the school year. A variety of activities will be offered at these events. Only New Oxford Middle School students are eligible to attend Fun Nights. Parents should note that all doors leading into the middle school will be locked at 7:00 p.m. during these events. Students are expected to stay for the duration of the activity. If a parent wishes for their child to be dismissed before 9:00 p.m., a parent needs to submit that request in writing prior to the event. **Students will need to exhibit model behavior, attendance, and academic accomplishment in order to qualify for Fun Nights.**

Gambling

Gambling in any form is prohibited. Students may not play cards, roll dice, or play board games that involve the exchange of money or other items as part of the game.



Grading

HABITS FOR SUCCESS			
4	3	2	1
Exceeds Expectations	Meets Expectations	Needs Improvement	Area of Concern

Weighted Grading

Objective of Grading:	The goal of grading and reporting is to provide students and parents with feedback that reflects and impacts their progress toward the mastery of the learning standards as identified in the curriculum of each content area.
Explanation of Weighted Grading:	Weighted grading helps to ensure that levels of learning are reported equally among teachers. This practice requires that the same amount of importance is placed on various academic assessment categories (i.e. tests, quizzes, homework, projects) in every classroom and/or academic discipline. Weighted categories help to support consistency through the use of an approach that employs balanced assessment (a certain number of each type of assessment).
Definitions:	<p><u>Common Assessment</u> - End-of-unit assessments are summative demonstrations of mastery. Designed to measure the knowledge, skills, and dispositions essential to the discipline of mathematics, assessments are based on the PA Core and Academic Standards. Assessments are "common" because all teachers use the same measure and procedure. Quizzes may be given at various points within a unit to measure mastery of a specific concept or lesson essential question.</p> <p><u>Artifact of Learning</u> - This category includes all work completed in the classroom setting. May include the following: Team Tests, Participation Quizzes, Notebook Checks, Team Projects, and Homework.</p> <p><u>Summarizers</u> - End-of-lesson summarizers require students to independently show mastery of an essential question or concept. Summarizers, at times, may need to be completed outside of class. Summarizers also include quizzes, writings, and tests.</p> <p><u>Performance Based Assessments</u> - Performance-based assessments reflect individual and/or group performance on a summary task. This includes laboratory work and reports, as well as small and large scale projects.</p>



	Percent value of overall class grade/# per marking period			
Subject	Artifacts of Learning	Common Assessments	Summarizers	Performance Based Assessments
ELA	40%/10	60%/4		
Math	30%/10	70%/4		
Science	30%/8	35%/2		35%/3
Social Studies	50%/10		50%/5	

Re-Learning and Re-Testing Principles and Practices

Students are able to retest to raise scores. The real goal, however, is not simply a better grade. The objective is to achieve mastery of content through perseverance. As a result, students must complete re-learning tasks in order to reflect, prepare, and achieve. Raising scores will not be easy, and it will not happen unless students have participated in learning the material. Students must also be prepared by following the re-testing procedure.

1. Teachers will provide all students scoring less than an 85% the opportunity to re-test.
 - a. The maximum score resulting on any retest will be 85% (representing mastery/proficiency).
2. Teachers will give one retest opportunity per unit that is common across the department.
3. Teachers will provide materials to guide student re-learning.
4. Teachers will assign grades based on the most recent evidence (not an average or the better of two scores).
5. Students will complete the reflection and re-learning procedure to earn the opportunity to re-test.
6. Students will have two cycles to complete the re-testing requirements.
 - a. Students will have the opportunity to re-test outside of the two-cycle window if they complete all of the requirements on their own time, outside of school, and make arrangements to complete the re-test before or after school (with the teacher or in Homework Club).
7. Students will complete all missing work before re-testing.
8. Parents will be notified.
9. Re-tests and re-learning will not occur during “standard” class time. For instance, one option students have is to re-test during WIT at the Testing Center in the cafeteria.

Homework Policy

School Board Policy 130: Homework is an important part of the educational process for all students. Homework allows students to practice, extend, and apply skills presented during the regular school day. Parents are encouraged to offer assistance when needed. Parents should also encourage their children to complete, in a timely manner, all assignments missed because of absences. All students will be expected to complete all homework assignments in the time allowed or to make arrangements with the teacher to make up assignments in the case of absence.

Honor Roll

The New Oxford Middle School honor roll is based on the student grade point average (GPA). All graded courses

are calculated into the student's GPA. Courses have different credit values based on the number of times the class meets per cycle/year.

Distinguished Honor Roll

Students eligible for this level of honor roll will have a grade point average of 3.6 and higher and will have no grades less than an A- in any subject area.

Honor Roll

Students eligible for this level of honor roll will have a grade point average of 3.0 and higher and will have no grades less than a C- in any subject area.

Library/Media Center

The Instructional Media Center provides students with many experiences in all aspects of learning. Materials are provided both in school-related subjects and recreational interests to give the students a well-rounded learning experience. Flexibility in service is stressed in order to meet the given needs of the students.

1. The loan period is 12 school days.
2. There are no restrictions on the number of items signed out. Please be reasonable with your checkouts.
3. Students may renew library materials as needed.
4. Return your selections on or before the due date. Failure to do so results in a fine. The fine amount is five cents every school day for each overdue item.
5. Absent students are not charged fines.
6. Students pay for the replacement of lost or damaged materials

Lockers

The middle school will not be using lockers this school year.

Lost and Found

A lost and found is maintained in the hallway cabinet located behind the cafeteria. Any student wishing to check the lost and found for a lost item must obtain a pass from his/her teacher and check in the middle school office prior to checking for the item. Students failing to follow this policy may be subject to disciplinary actions.

Hallway passes

When students sign out to visit the restroom, nurse, office, or any other destination, students will use E-Hallpass to verify their intended destination, as well as to log their time out of the classroom. E-Hallpass provides an accurate, realtime update on student location which is imperative in the event of an emergency in the building. With the exception of a visit to the restroom, students are expected to carry their iPads with them at all times in preparation to show their E-Hallpass. When a student signs out to use the restroom, iPads will remain in the classroom turned towards the front. Misuse of pass privileges may result in disciplinary action.

Personal Communication Devices/Electronic Devices/Laser Pointers

The use of the following electronic devices by students is strictly prohibited during school hours- cell phones, cameras and video cameras, laser pointers, remote controls, and other electronic devices that record or transmit audio (wired or wireless earbuds/headphones) and video images. These devices may be used during the school day



at designated times or at teacher discretion, otherwise they must be turned off and out-of-sight during the school day. Students found violating the electronics/cell phone guidelines will face the following consequences:

- First Offense – The student will be given a warning by the teacher and a teacher or the main office will contact a parent/guardian. Teacher will document the incident with the main office and the device will be returned to the student at the end of the day.
- Second Offense – The device will be confiscated and a parent/guardian will be required to pick it up at the main office. Students may be assigned a disciplinary action.
- Third and Future Offenses – The device will be confiscated and a parent/guardian will be required to pick it up at the main office. **The student may be assigned In-school Suspension.** The student may lose privileges to bring a cell phone to school or may be required to check it into the office.

Physical Education

Jewelry of any type is discouraged during class for safety reasons; please consider not wearing the jewelry on physical education days. Parent's excuses should be used only to inform the physical education teacher that the parent wishes to limit the amount and degree of strenuous activity for the student that day, and not miss class entirely. Doctors' excuses are the only legal excuses for missing physical education. Parents should encourage doctors to list dates that they wish the student to miss class and to designate those activities in which the child may or may not participate. The Adapted Physical Education program is provided for the student that requires modification from the current curriculum as directed by the physician. If this is a necessity for your child, please contact the nurse's office to complete the required paperwork. The Health and Physical Education teacher use the following criteria to determine grades: skills, knowledge, and growth based on the Pennsylvania Common Standards for Health and Physical Education.

Exclusion from A.I.D.S. Instruction

Acquired Immune Deficiency Syndrome (A.I.D.S.) instruction is part of the Middle School curriculum. Parents who wish to have a child excluded from those portions of instruction involving the sexual transmission of A.I.D.S. need to notify the principal of the building, in writing, of this request. Please use the Health Education Exclusion Form provided in the Orientation packet. The request must be made each school year such exclusion is requested. The principal will contact the parents to arrange a time when the material can be reviewed with the parents. If after review, parents still desire exclusion of their child from that portion of A.I.D.S. education, alternative education for that period will be arranged among the student, the teacher, the parent(s), and the principal.

Restrooms

Students should use the facilities between periods without being late to class. Only in an emergency should students request permission to use restrooms during class time or support time. Students are encouraged to use the restroom in the cafeteria during lunch. **NOTE:** No electronic devices of any kind are permitted in the restroom. When using the restroom during class an eHallPass must be created and the iPad will remain in the classroom.

Photo/Image Policy

Parents may complete the Photo/Image Policy form if they do not want their student's photo published. The student's photo would **not** be published in newsletters, yearbooks, newspapers, the district webpage, etc.

Public Displays of Affection

Public displays of affection are not permitted on the school grounds of Conewago Valley School District. Infractions of this nature are grounds for disciplinary action.

Report Cards

Parent conferences will be held in November at which the first marking period report card will be available on Skyward. A report card will be posted to Family Access in Skyward at the dates listed below:

1st Marking Period – week of October 21, 2024

2nd Marking Period – week of January 6, 2025

3rd Marking Period – week of March 17, 2025

4th Marking Period - week of May 19, 2025

Should a parent desire a paper copy of the report card, the school should be notified at (717) 624-2157. Please make this request to Mrs. Deborah Arnold at ext. 3005, Mrs. Sara Smith at ext. 3004, Mrs. Laurie Miller at ext. 3009, or Mr. Mark Rodrigo at ext. 3012.

Student Government

The Student Council at New Oxford Middle School represents all facets of the student body. The council consists of elected officers plus grade level representatives. The objectives of the council are as follows:

1. To represent the students in the exchange of ideas with the school administration.
2. To promote cooperation between students and faculty.
3. To encourage the practice of good citizenship and to serve as an example in leadership.
4. To work to improve the school and school programs.
5. To improve school spirit by stimulating participation in school activities.
6. To inspire better scholarship within the school.
7. To provide orderly coordination of school activities.
8. Provide service for the school and community.

Selection of members is based upon such qualifications as leadership, interest, scholarship, and loyalty to the Student Council objectives as listed above.

Textbooks and School Supplies

Students are responsible for the safekeeping of the textbooks and other equipment issued to them. Students are required to keep all textbooks covered at all times. At the end of the school year or upon withdrawal from the Middle School, students are required to return all books and equipment. Students are required to reimburse the school district for the value of any textbook or equipment that has been lost or assessed an amount equivalent to the cost necessary to repair any unusual damage or wear which reduces the life of the book.

Parent Volunteers

Parent volunteers need to complete an application and be approved by the district. The application forms are accessible on the district website. In order to be approved by the district, you will need to get the proper clearances.



Whatever It Takes (WIT) Expectations

How will we respond when a student is not learning?

- We will develop consistent, systematic procedures that ensure each student is guaranteed additional time and support when needed.
- Learning will be the constant, while time and support become the variables. The most important resource in this school will continue to be the professionals within it.

We believe all students can learn and we will work to help all students achieve high standards of learning.

The W.I.T. period is the middle school's collective response to assist classroom teachers by providing extra time and extra support for improving student learning.

The W.I.T. period is not the traditional "study hall" or an additional teacher planning period. It is an interdisciplinary team and whole-school approach that implements the following Nine-Step Improvement Process:

- Use of disaggregated data including test results to identify student needs
- Utilize Research-based Intervention programs to support reading goals
- Acceleration (Front Loading) of instructional units aligned with the standards
- Delivery of the instructional focus, based on the units of study and timelines
- Assess student mastery of the standard taught (Make-up tests/Re-Tests/Labs)
- Provide additional instruction for students who did not master the assessment
- Provide enrichment opportunities for students who did master the assessment
- Provide ongoing maintenance of standards
- Monitor the process

What does this look like during the W.I.T. period?

- Flexible grouping based on: sections, partnering, peer tutoring, group projects, student needs as determined by team of teachers
- Flexible Grouping of students for study skills/acceleration/enrichment/remediation
- Teacher facilitated review of material or front-loading sessions for upcoming units
- Individual or small group re-teaching/re-testing or enrichment activities
- Use of outside classroom resources to aid identified students: School Counselor, support groups, administrative support, instructional aide support, SAP assistance, Learning Support teacher, Student Success Team (Response to Intervention)
- Whole Group Music Rehearsal

Student Walkers/Riders with Parents

Students who walk to and from school are to remain on the sidewalks at all times. Students are not to cut across lawns or parking lots. Student walkers are to enter the building immediately upon arriving in the morning and are to leave the property at dismissal. Students are not to loiter in the front of the building or in the parking lots.

Parents dropping off and picking up students for school will do so in the front of the HS/MS complex at the MS and HS main entrances.



Section VI - Intermediate School Specific Information

School Schedules

Our school operates on a six-day cycle (A-F). Please note that student holidays, in-service days, and school closings will not affect the cycle.

Daily Schedule

HR	8:40 – 8:48
1	8:50 – 9:30
2	9:32 – 10:12
3	10:14 – 10:54
4	10:56 – 11:36 (Grade 4 Lunch)
5	11:38 – 12:18 (Grade 5 Lunch)
6	12:20 – 1:00 (Grade 6 Lunch)
7	1:02 – 1:42
8	1:44 – 1:54 (Floating)
9	1:56 – 2:36
10	2:38 – 3:18

	6th Grade	5th Grade	4th Grade
Period 7	1:00 - 1:40	1:00 - 1:40	1:00 - 1:26 <u>WIN</u>
Period 8	1:42 - 2:22	1:42 - 2:08 <u>WIN</u>	1:28 - 2:08
Period 9	2:24 - 2:50 <u>WIN</u>	2:10 - 2:50	2:10 - 2:50

WIN = "What I Need (intervention period)"

Dismissal 3:30pm



2 Hour Delay Schedule

10:40 – 10:44	Homeroom
10:45 – 11:10	Period 1
11:11 – 11:45	Period 4 (Grade 4 Lunch)
11:46 – 12:20	Period 5 (Grade 5 Lunch)
12:21 – 12:55	Period 6 (Grade 6 Lunch)
2:09 – 2:34	Period 2
2:35 – 3:00	Period 3
3:01 – 3:26	Period 10 PLUS
3:26	Walker/Car Rider Dism.
3:28	Upstairs Dismissal
3:30	Downstairs Dismissal

	6th Grade	5th Grade	4th Grade
Period 7	12:56 - 1:21	12:56 - 1:21	12:56 - 1:16 <u>WIN</u>
Period 8	1:22 - 1:47	1:22 - 1:42 <u>WIN</u>	1:17 - 1:42
Period 9	1:43 - 2:08 <u>WIN</u>	1:43 - 2:08	1:48 - 2:08

WIN = "What I Need (intervention period)

Specials Lunch / Prep 12:21 - 1:16

Dismissal 3:30pm

Band, Orchestra, Chorus Drop Procedure

Once students are in the band, orchestra, and/or chorus during the first semester, they may drop the class only after their Holiday concert in December. The window of time to drop the class will be between the Holiday concert and the day the students are dismissed for the Holiday vacation. The students must have a note signed by their parent or guardian and must present that note to the director of the performing group. After the Holiday vacation students are not permitted to drop the class and must remain in the class until the end of the school year.

Bullying Program



The School Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of school

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

CVIS began a school-wide anti-bullying program in 2007. The program directly teaches all students how to recognize and what steps to be taken to resolve or stop the behaviors.

In each classroom, there is a "bully box" with bully slips nearby. If a student feels that he/she has been bullied or witnessed a student being bullied, a slip is filled out and placed into the bully box or can be given directly to a CVIS professional staff member. The professional staff member will read the slip and follow the procedures outlined by the bully program. The procedures are listed below.

First offense: Staff members will discuss bullying behavior with the student.

Second offense: The teacher will call home to discuss the student's bullying behavior and to explain to the parents the consequences for the next offense. The teacher will refer the student to the School Counselor to discuss strategies for behavior improvement, the impact of actions on others, and how to make better behavioral choices.

Third offense: The teacher or School Counselor will refer the student to the Behavior Support Team and building administration. The behavior, expectations, and further consequences will be discussed/implemented.

Additional offenses: Office referral, meeting with building administrator, parent contact, and possible inclusion in the Colonial Academy.

We know that children are more likely to come to school when they feel safe. Making sure our school is bully-free is one way to help students get the security they need. As a parent, you can help out by:

- Knowing the different types of bullying addressed
- Discussing the rules with your child, and modeling kind behavior
- Notice and talk about changes in your child's behavior – positive and negative
- Notice when your child's actions or words seem disrespectful to others
- If you think your child is being bullied, ask your child
- Contact your child's teacher immediately if there is a problem or concern



CVIS School Rules Against Bullying Behaviors

- We will NOT bully others.
- We will TRY to help students who are bullied.
- We will make a point to INCLUDE students who are easily left out.
- We will tell two adults when we know someone is being bullied.

Bullying Behaviors

Bullying: when someone experiences repeated disrespectful actions by others.

Physical Aggression

- Physical violence against family or friends
- Physical acts that are embarrassing (ex. pushing, shoving, ear flicking)
- Damaging or Stealing Property

Verbal Aggression

- Mocking
- Name Calling/Ethnic Slurs
- Teasing about possessions, appearance, clothing, likes/dislikes
- Verbal threats of aggression against a person and/or verbally threatening bodily harm

Social Alienation

- Gossiping and Spreading Rumors
- Excluding/Isolation by peer group
- Setting someone up to look foolish or take blame

Intimidation

- Threatening to tell personal secrets
- Daring a person to do something inappropriate/disrespectful
- Threatening with a weapon or physical force
- Playing a mean trick on someone (ex. Pulling a chair out from under someone, notes that indicate someone likes me)
- Writing mean statements about or to someone
- Not respecting personal space

Car Riders

Students are to be dropped off and picked up in the designated area. A specific traffic pattern has been designed to ensure the safety of all students getting to and from school. All parents are asked to adhere to the set traffic pattern and the school zone speed for the safety of all students. Please do not park or leave your car unattended in the parent pick-up area.

Car Rider Procedure

When dropping off/picking up students, vehicles will need to enter off of 700 Road. Traffic will progress towards and up to the yellow gate. At the yellow gate, vehicles will turn left and continue past the faculty parking lot and around the tight turn in front of the flagpole. Vehicles will continue to proceed towards the parking lot located in front of the gymnasium and remain in a single file line. Once into the gymnasium parking lot, cones will be present to mark students' unloading/loading zone. Drivers or passengers should not exit the vehicle to assist students. For the safety of your student(s), please have them exit and enter the car using the door closest to the



building. Staff members will be present to assist your student. Once your student has left or entered the car, wait until the vehicle in front of you begins to move. Vehicles should remain in a straight line to progress out the top exit of the parking lot. Students may begin to enter the building at 8:30 AM and dismissal will begin at 3:25. Vehicles arriving after 8:40 must drop off in front of the Flagpole. These students will need to enter through the main office due to being tardy. If vehicles wish to park at any time they must safely park on the grass side of the parking lot so as to not disrupt the drop-off and dismissal procedure. The main driveway is reserved for bus drop-off/dismissal.

Dangerous Toys

It is often hard for children to understand why they cannot bring certain toys to school that they may be accustomed to playing with at home; such as play guns, scooters, knives, hard balls, skateboards, etc. Parents quickly sense the dangers of such potential weapons and toys in congested groups of children. Please help us in this respect by explaining this to your child and seeing that they do not bring dangerous play things to school. For the protection of all children, such items will be taken from the child.

Electronic Devices / Cell Phones

The school administration will not be responsible for the recovery of lost or stolen electronic devices. If a student chooses to have such a device for use before or after school, he/she is solely responsible for that item. A reminder that locks are not permitted on lockers so items cannot be secured.

With the advancement of technology and the increase in the number of educationally useful tools now available on cell phones, there may be times when teachers will have students utilize their cell phones during class for an educational purpose. Unless a student is using their cell phone under the direction of a classroom teacher, the cell phone must be turned off and kept out of sight. Students will be held responsible for inappropriate and unauthorized use of cell phones. Consequences for inappropriate use of cell phones may include warnings, cell phone confiscation, or further action as necessary.

Fun Nights

Intermediate school students will have the opportunity to participate in a Fun Night, which will be held during the school year for each specific grade. A variety of activities will be offered at this event. All fun nights are from 6:00 pm to 7:30 pm and are held in the intermediate school gym and cafeteria. Only CVIS students are eligible to attend fun nights. The cost to attend is \$1.00. Parents should note that all doors leading into the intermediate school will be locked at 6:00 pm during fun nights. All students attending fun night must be signed in and out of the event by a parent/guardian. Students are expected to stay for the duration of the activity. If a parent wishes for their student to be dismissed before 7:30 pm, a parent needs to submit the request in writing before the event.

Health Concerns

If your child has a special health concern (i.e., asthma, diabetes, seizures, migraine headaches, etc.) that may require special attention during the school day, please make the school nurse aware, so that the best quality of health care can be provided in an urgent situation. There are physician's order forms in the nurse's office that address special health concerns.

Homework Guidelines

Students are responsible for writing assignments in their agenda book every day, taking home necessary resources,



completing high-quality work, and submitting it when it is due. Teachers are responsible for communicating clear work expectations and deadlines, modeling good work completion strategies, providing necessary support to ALL students, and communicating regularly with students and parents regarding academic work. Parents/guardians are responsible for providing a quiet and safe place to complete work, supervising and supporting their child as they complete the work, and communicating regularly with teachers regarding academic work.

Students need to be held accountable for completing assignments in a timely manner.

Lockers

Each student will be assigned a locker. No locks are permitted. Locker cleanouts will be held frequently. Lockers are for storing books and personal items. Students are not permitted to share lockers. Lockers are the property of the School District and may be searched at any time by school personnel or law enforcement officials. The outside of lockers are not to be decorated with personal items. External items must be approved by teachers and school administration. Internal items must be school appropriate.

Each teaching team establishes times for visits to lockers once the school day has begun. Special permission from a teacher is required at other times.

Lost and Found

Parents and students are encouraged to check the lost and found in the cafeteria for missing items. Parents can help us locate the owners of lost clothing by placing their child's first and last name on the item. At various times throughout the year, unclaimed items are donated to a local charitable organization.

Party Invitations

To avoid hurt feelings and misunderstandings, students and parents are asked not to distribute party invitations in school. We appreciate your cooperation in adhering to this procedure.

Positive Behavior Support System

The Intermediate School has established a School-Wide Positive Behavior Support program (SWPBIS) that centers around our school-wide CHARGE. These expected behaviors will be introduced or reinforced with all students by our teachers through a variety of instructional strategies. Teachers, staff, and bus drivers will reinforce these behaviors in all settings by praising the students and rewarding them with CHARGE tickets that allow students to be eligible for monthly rewards.

Procedures for Dealing with Food Allergies

Food allergies can be life-threatening and require special precautions to minimize the threat of accidental exposure to allergens while students are in school. The threat can be greatly reduced through the cooperative efforts of the student, family, school personnel, and physician.

Family Responsibilities

- Update the school immediately of any changes in the student's condition.
- Participate in the planning for accommodations with the school team.
- Provide any written documentation needed by the school.



- Provide necessary medication and directions for use.
- Provide a list of foods that may be used as alternatives.
- Educate the student regarding the allergies and steps to be taken in the school environment.
- Contact the school immediately with concerns or questions.

Student Responsibilities

- Do not eat anything that may contain the allergen
- Do not eat anything when the contents are unknown
- Do not trade food with other students
- Cooperate with the procedures developed by the school and parent(s)
- Notify an adult immediately if a reaction is beginning

Re-Learning and Re-Testing Process

Students who earn a grade of a C, D, or F on assessments must be retaught and retested on the concepts that were not mastered. If a student receives an F, the student must retest. If a student receives a D or C the option rests with the student and parents unless the teacher determines retesting is the best option. If students retest the incorrect concepts, they may receive full value for correct responses. Students may complete test corrections on the unmastered concepts and receive a half-point value for each correct response to be added to their original score. Re-teaching, test corrections, and re-testing must be completed during the school day in a timely manner to allow for teachers availability and support. Students are only able to re-test once.

Report Cards

Report cards will be uploaded to the student’s Portfolio on Skyward four times per year at the end of each quarter.

Tentative dates for distribution are as follows:

- 1st Marking Period – week of October 21, 2024
- 2nd Marking Period – week of January 6, 2025
- 3rd Marking Period – week of March 17, 2025
- 4th Marking Period - week of May 19, 2025

Parents will be notified via email once the upload is complete. Please make sure your email is updated in Family Access.

Student Expectations

Students are expected to:

- Attend school regularly and be on time for school and classes
- Always be prepared for class and have materials together
- Meet homework responsibilities
- Be courteous and friendly, treating everyone with respect
- Follow the CHARGE format.

Bus Riding Rules

- Sit in assigned seat
- Stay seated with bottoms to the bottom of the seat and backs to the back of the seat
- Keep hands, feet, and all body parts to yourself
- Use appropriate inside voice



- Pictures, videos, and any other form of social media is prohibited
- Keep all personal items such in a secure bag
 - Specifically, personnel playground balls must be in bags at the bus stop and during the entire ride

Hallway Rules

1. Listen to teachers and staff
2. Walk quietly in an organized fashion
3. Keep your hands and feet to yourself

Playground Rules

1. Respectfully listen to aides and teachers
2. Report damaged equipment
3. Report to your assigned area upon the signal
4. Equipment/Game Specific Rules:
 - a. Monkey Bars-
 - i. Students are permitted to hang and do self-propelled spins.
 - ii. Students may **not** sit on top of the bars or push others.
 - b. Football
 - i. Students are permitted to pass the ball or run routes.
 - ii. Students are **not** permitted without adult supervision to play two-hand touch or jackpot.
 - c. Basketball
 - i. Students are permitted to play half-court basketball in groups less than or equal to five on five.
 - ii. Students are **not** permitted to play full-court or in games greater than five on five
 - d. Gaga Ball
 - i. Twelve (12) students are permitted to play at one time.
 - ii. The winner of the first game is permitted to stay in for the following game.
 - iii. Students must enter through the gate.

School Pictures

Individual student pictures will be taken sometime during the fall and again in the spring. Parents will be offered a choice of picture packages. A commercial photographer under the direction of the building principal provides this service.

School Store

The purpose of the school store is to provide a convenient and inexpensive way of purchasing commonly used school supplies. Commonly found items would include erasers, pencils, pens, and mechanical pencils. The school store is open during each lunch shift for the students to purchase any necessary items they may need. A rotational schedule based on the student's homeroom is developed each year to allow for equal access to the school store.

School Supplies

The list of school supplies for each grade level can be found on the CVIS webpage. These items are asked to be



replenished as needed.

Student Government

The Student Council at Conewago Valley Intermediate School represents all facets of the student body. The council consists of elected officers plus delegates from each homeroom within the school. The objectives of these members of the council are as follows:

- To represent the students in the exchange of ideas with the school administration.
- To promote cooperation between students, faculty, and staff.
- To encourage the practice of good citizenship and to serve as an example in leadership.
- To work to improve the school, school programs, and local community.
- To boost school spirit by stimulating participation in school activities.
- To inspire better scholarship within the school.
- To provide orderly coordination of school activities.
- To provide service for the community.

Selection of members is based upon such qualifications as leadership, interest, scholarship, and loyalty to the Student Council objectives as listed above. While serving on Student Council the student must maintain a “C” or better grade average. All members are also required to attend all mandatory Student Council sponsored activities.

Textbooks and School-Owned Materials

Students are responsible for the safekeeping of the textbooks and other equipment supplied to them. At the end of the school year or upon withdrawal from CVIS, students are required to return all books and equipment. Students are required to reimburse the school district for the value of any textbook or school-owned materials that have been lost or damaged. An assessment will be made of the amount equivalent to the cost necessary to repair any unusual damage or wear which reduces the effectiveness of the school-owned materials.

Weighted Grades

ENGLISH LANGUAGE ARTS			
CODE	TEST	QUIZ	ART
CATEGORY	ASSESSMENTS	QUIZZES	ARTIFACTS
WEIGHT	40%	35%	25%
ITEMS MAY INCLUDE	Common Unit Tests Skills Tests Research	Selection Tests Spelling Tests DLR Quizzes	Center work Classwork Projects



		TDA's	
--	--	-------	--

MATHEMATICS			
CODE	TEST	QUIZ	ART
CATEGORY	ASSESSMENTS	QUIZZES	ARTIFACTS
WEIGHT	40%	35%	25%
ITEMS MAY INCLUDE	Common Unit Tests	Assessment Check-Ins (ACI)	Center work Classwork Projects Study Island

SOCIAL STUDIES		
CODE	TEST	ART
CATEGORY	ASSESSMENTS	ARTIFACTS
WEIGHT	60%	40%
ITEMS MAY INCLUDE	Project Based Assessments Research Quizzes	Classwork

SCIENCE		
CODE	TEST	ART
CATEGORY	ASSESSMENTS	ARTIFACTS
WEIGHT	60%	40%
ITEMS MAY INCLUDE	Tests Research Quizzes	Projects Classwork Lab Reports




Section VII - Elementary School Specific Information

(New Oxford Elementary and Conewago Township Elementary)

Expectations for Elementary Schools

Below are the expectations students are to follow during the school year. We would appreciate your help in taking a moment to discuss these expectations with your child. After talking about the meaning of each of these expectations, parents should review the rest of the handbook, and complete the form on Skyward. It is our hope that together we can keep our children safe at all times. Thank you for your help and support.

C.H.A.R.G.E. Expectations

	COLONIALS TAKE...					
	C Committed	H Honest	A Adaptable	R Respectful	G Generous	E Engaged
CLASSROOMS	Be on time Follow the rules Seek help when needed Stay organized Maximize your potential Complete assignments	Tell the truth Do your own work Own your actions	Learn new ideas Accept new routines Clarify misunderstandings Work cooperatively Be resilient & flexible	Be polite & understanding Use appropriate language & volume Give personal space to others Protect privacy & property	Assist others Welcome & include others Share your talents	Follow directions Use time wisely Contribute positively Take ownership of learning
GYM/LOCKER ROOMS	Follow the rules Demonstrate safe behaviors Be prepared Work hard	Own your actions Report misbehavior	Learn new games/activities Wear proper clothing	Take care of the equipment Follow directions for safety Use appropriate language & volume Protect privacy & property	Assist others Take turns Share equipment with others	Participate in activities Be a good teammate Practice good sportsmanship Be aware of surroundings
CAFETERIA	Follow the rules Clean up your area Focus on eating your food	Tell the truth Pay for items Own your actions	Accept others at table Be positive with changes	Be polite & understanding Use appropriate language & volume Give personal space to others	Use your manners Help clean up messes	Eat in a timely manner Be aware of surroundings
HALLWAYS	Demonstrate safe behaviors Walk appropriately	Report misbehavior Report to assigned location	Follow the flow of traffic Yield to others in congested areas Keep moving	Use appropriate language & volume Be polite & patient Give personal space to others	Give others appropriate space Hold doors for others Smile & acknowledge others	Be aware of surroundings Eyes up when walking Smile & acknowledge others
OUTDOOR ACTIVITIES	Demonstrate safe behaviors Participate according to rules	Seek adult help when needed Report misbehavior	Accept new routines Follow weather-related procedures	Use equipment properly Use appropriate language & volume Take care of school grounds	Share equipment with others Welcome & include others in activity Share space & time	Be aware of surroundings Use materials correctly
RESTROOMS	Enter and exit in a timely manner Practice healthy hygiene	Report misbehavior	Wait your turn Let emergencies go before you	Protect privacy & property Use appropriate language & volume	Keep facilities clean Treat others right	Focus on your task
TRANSPORTATION	Be on time Follow bus rules Sit appropriately	Report misbehavior Own your actions	Be patient if bus is late Follow new seating charts Assist others in need	Listen to bus driver Keep the bus clean Use appropriate language & volume	Keep hands & feet to self Share bus seat Allow others to use aisle	Participate in safety drills Face forward Be aware of surroundings

Bicycle Rules

Students may ride their bicycles to and from school providing they observe all traffic and safety regulations of the state and school. Students need to follow school district policies and provide written permission from a parent to building administration to ride a bike to school.



We feel strongly that children in the primary grades (K-3) should be discouraged from riding to school, because of their inexperience in the safety of bike riding. However, the following regulations must be followed:

1. Walk bicycles on school grounds.
2. Park your bicycle in the bicycle rack immediately upon arrival at school and secure it with a lock.
3. Bicycle parking areas are “Off Limits” during school hours.
4. Wear a helmet.

Cell Phones/Smart Watches

Unless a student is using their cell phone or smart watch under the direction of a classroom teacher, they must be turned off and kept out of sight. Students will be held responsible for inappropriate and unauthorized use of cell phones. Consequences for inappropriate use of cell phones may include warnings, cell phone confiscation, or further action as necessary.

Chewing Gum

Chewing gum or any other similar substance is not permitted in school. Exceptions would be a party that has been planned by the teacher and this becomes part of the menu as directed by the teacher in the classroom or as directed by the teacher for educational purposes.

Dangerous Toys

It is often hard for children to understand why they cannot bring certain toys to school which they are accustomed to playing with at home; such as play guns, play knives/swords, hard balls, skateboards, etc. Parents quickly sense the dangers of such potential weapons and toys in congested groups of children. Please help us in this respect by explaining this to your child and seeing that he does not bring dangerous playthings to school. For the protection of all children, such items will be taken from the child and kept until a parent/guardian can pick the item up from the office.

Food Allergy Procedures

Food allergies can be life threatening and require special precautions to minimize the threat of accidental exposure to allergens while students are in school. The threat can be greatly reduced through the cooperative efforts of the family, student, school personnel, and physician.

Family Responsibilities

- Immediately notify school personnel (school nurse, classroom teacher, office) of any changes in the student’s condition
- Provide any written documentation needed by the school from the child’s physician
- Participate in the planning of accommodations with the school
- Provide necessary medication and directions for use
- Provide a list of foods that may be used as alternatives
- Educate the student regarding the allergies and the do’s and don’t to be taken in the school environment

Student Responsibilities

- Do not eat anything that may contain the allergen
- Do not eat anything when the contents are unknown
- Do not trade food with other students



- Cooperate with the procedures developed by the school and parents
- Notify an adult immediately if a reaction is beginning

Homework

Assignments

Homework is an important part of the educational process for all students. Students are expected to complete assignments in a neat and legible fashion to the best of their abilities. Parents are encouraged to offer assistance when needed. Parents should also encourage their children to complete, in a timely manner, all assignments missed because of absences. All students will be expected to complete all homework assignments in the time allowed or to make arrangements with the teacher to make up assignments in the case of absence. A minimum amount of homework which is age and grade level appropriate is assigned in the primary grades. If you have any homework concerns please contact your child's classroom teacher.

Reading

Encourage your child to read. Reading is our most important subject in elementary school and we cannot stress enough the need for reading outside school hours. Magazines, books, newspapers, etc., if read regularly, will improve reading skills as well as improve your child's general knowledge. Community libraries serve our school area. There is also a well-stocked library in the elementary schools. PTO Book Fair and book clubs are another way of getting reading materials into your child's hands.

Kindergarten or First Grade Enrollment

Admission of kindergarten and first grade students shall follow the guidelines outlined in School Board Policies. Parents considering early enrollment for a child should carefully review the procedures, timelines, and age requirements outlined in these policies.

Library

Each pupil will have the opportunity to use the library per cycle. Sometimes pupils are assigned research work, at which time arrangements will be made to allow the pupil use of the library. Library books are signed out to students. The books can be brought back to the library and renewed. Overdue library books may be charged a late fee and are to be returned to the library as soon as possible. Damaged, defaced, and lost books are the responsibility of the borrower. A charge will be made for damaged or lost books depending on wear and age of the book.

Lost and Found

Students and parents should check with the office for lost clothing and articles. Students and parents are encouraged to examine lost and found as soon as items are discovered lost. Items not claimed by the end of the school year will be discarded or donated to charity.

Money to School

There are a number of times when you will be sending money to school such as for PTO, class projects, school store, library, insurance and others. This money should be placed in a small envelope and have the child's name, teacher's name, amount, and what it is for on the outside of the envelope.



Parent/Legal Guardian Communication Guide

Communication between home and school is very important for the wellbeing of students and the operation of school. Legally, communication regarding students can only occur between legal guardians and the school. To ensure effective communication between all parties, legal guardians are asked to follow the flowchart below:

Concerns and Questions	Flow Chart
Academic/Behavioral/Bullying	Parent ↔ Teacher ↔ Administration/Dean of Students/School Counseling ↔ Superintendent
Attendance	Parent ↔ Attendance Secretary ↔ Dean of Students
Informational	Parent ↔ Teacher ↔ Building Secretaries
Food Service/Class Snacks	Parent ↔ Teacher/Building Secretaries ↔ Head Cook/Food Service Director
Parent Teacher Org. (PTO)	Parent ↔ Building Secretaries ↔ Administration/PTO Representatives
Special Education	Parent ↔ Teacher ↔ School Counselor/Psychologist ↔ Administration/Special Education Director
Transportation	Parent ↔ Teacher/Building Secretaries ↔ Administration/Transportation Director/Dean of Students

Parent Response to Emergencies

Unfortunately emergency situations arise. In the case of an emergency, parents are asked to follow these procedures:

1. Avoid the school or area
2. Do not contact teachers as they will be busy
3. Do not speculate. Instead, check emails and cell phones for Skyward notifications containing accurate information.
4. Remain calm and follow directives within Skyward notifications

Party Invitations

In order to avoid hurt feelings and misunderstandings, students and parents are asked not to distribute party invitations in school unless:

1. All the students in the homeroom are invited.
2. A boy would invite all the boys in the homeroom.
3. A girl would invite all the girls in the homeroom.

We would appreciate your cooperation in adhering to this practice.

Pictures

Photographs of the individual child and group pictures are taken each year. Notices will be sent home notifying you of the time of the pictures. A commercial photographer under the direction of the principal provides this service. The packets are prepaid and are guaranteed or your money will be refunded upon return of the pictures.



Progress Reports and Conferences

There are three marking periods during the school year, each one consisting of approximately 60 school days. Progress reports are available through Skyward approximately 5-10 school days after the end of the trimester. These additional days allow teachers time to complete them. Parents are encouraged to frequently check Skyward for progress reports.

Progress reports are only one means of communicating pupil progress to the parents. Conferences will be held after the first trimester in November and in January at which time the parents may be requested to have a scheduled conference with the teacher. The conference provides for an exchange of information and comments not included in the report card. The teacher is able to convey to the parents the child's work habits, relationships with other pupils, interests, abilities, attitudes, and his or her social and emotional growth. The parents, in turn, can provide the teacher with such valuable information about the child's home life, relationships with others, interests, activities, responsibilities, problems, initiative and creativity. The exchange should give a better understanding of the child.

Recess and Lunch

All pupils have a combined 40 minute recess and lunch period. Students are encouraged to participate in play activities during recess. It is at this time they are supervised by instructional aides who have been authorized to discipline and direct this activity period. Students who repeatedly misbehave will have consequences.

Students may choose to buy a school lunch or pack a lunch. Milk is also available for purchase by students wishing to pack their lunch. Fast food items are discouraged as a packed lunch. Instead of fast food, lunches should consist of a balanced meal containing proteins, whole grains, fruits, and vegetables. Parents are not permitted to eat lunch in the cafeteria with their child.

School Materials and Supplies

The school will supply students with the supplies and equipment that are deemed necessary for implementation of the approved educational program. Grade levels and teachers may give recommended supply lists for students. These donated items are always appreciated. Supply lists may be posted on the district website or provided by teachers. It is understood that materials supplied by the school remain the property of the school district and that the child is entitled only to normal use and wear. The pupil must pay for books that are defaced or lost and other supplies that are wasted. The charge is according to damage done, but not to exceed the cost of a replacement as in the case of a lost book.

Student Behavior and Responsibilities

Building administration and staff have the authority to ensure a safe and orderly school environment.

C.H.A.R.G.E. Tokens

Teachers and staff may award students with tokens for displaying behavior that goes above and beyond expected levels of behavior. Each staff member has tokens to incentivize students for following the C.H.A.R.G.E. expectations. Our staff members will recognize positive behavior in the classrooms, cafeteria, hallways, and at recess. Students will have opportunities to convert token denominations and save their coins for rewards they would like to cash in on. This program will teach our students math values and the ability to save for rewards in



the future.

Behavior Supports and Interventions

Every student has different needs. Some students struggle with following school rules in different settings. Some students who perform well in a structured classroom setting experience difficulties on the bus, playground, cafeteria, or hallways. In these circumstances, alternative actions may be needed to ensure the safety of all students. In collaboration with parents, support staff, and teachers, administrators may make recommendations to help improve student success. The following list includes a few examples of supportive actions/strategies:

- Assigned Seat
- Increased Home/School Communication
- Bus Card
- Behavior Education Program (Check In/Out)
- Individualized Behavior Card
- Self Monitoring
- Small groups/Replacement Skill Instruction
- Restorative Practices
- Additional Assessment
- 504 Accommodation Plan referral

Office Referrals for Major Behavior Infractions

Students will automatically be referred to the office for the following violations:

1. Fighting/Acts of physical violence
2. Severe verbal disrespect of an adult or student
3. Possession of prohibited items including tobacco, alcohol, drugs, knives, guns (including toy guns), water pistols, matches, lighters, or any other unsafe object.

Testing

Parents can help their children do better on tests. Children differ in their abilities, of course, but here are some things you can do to help your child do his or her best.

1. Encourage your child to be serious about the tests and not see them as a nuisance, or a break from "real" schoolwork.
2. Assist your child in studying for tests.
3. Try not to upset the child before the tests, such as by introducing family conflicts, etc.
4. Make sure the child gets a good night's sleep before tests, and eats properly the day of the test.

Please remember, we are here to help. Feel free to ask if you have any questions about our testing program. Grade 3 students will be given the PSSA in reading and mathematics.

Tips for Parents

Parents often ask what they can do to help their children to improve and be more successful in school. The following suggestions have been compiled from various education books and magazines.

Physical Needs

1. Be sure your child gets enough rest.
2. Give him/her a substantial breakfast before he/she comes to school.



3. Be sure that he/she gets up early enough each morning that he/she does not have to rush. Children often forget assignments and books when they are late and must hurry.
4. See that he/she gets an annual physical examination and follow through with any suggestions your physician makes.
5. See that he/she is dressed properly for the outdoor weather.

Emotional Needs

1. Give your child love and understanding.
2. Implant an attitude in him/her that learning is fun and worthwhile, although it may be difficult at times.
3. Show an interest in what your child does at school. Your attitude is reflected in the child's attitude at school.
4. Don't compare one child with another – either in your own family or another family. Each child is different with different levels of ability.
5. Listen to your child when he/she speaks to you.

Out-of-School Activities

1. See that your child has time for active, expressive free play.
2. Limit television viewing to a certain length of time each day.
3. Set a time for reading for pleasure each day.
4. Assign your child some responsibilities and chores at home each day and see that he/she completes them.
5. Take your child on trips (they don't have to be long or far) and discuss what you see and what is happening.

Homework

1. Provide a quiet place where your child can study.
2. Set a regular time each day when homework is to be done.
3. Help him if he needs help, but don't do the assignment for him. If he does not understand the assignment, encourage him to ask the teacher about it the next day.
4. Encourage him to do his best at all times. Stress neatness and checking over work when finished.

Health and Sleep

1. Develop consistent bedtime routines
2. Limit the amount of “screen time” of video games, television, and other electronic devices
3. Most young and growing children, ages 6-12 years need 10 to 11 hours of restful and rebuilding sleep.

Transportation

Changes in Transportation

Transportation changes should be made by a written note and delivered to the classroom teacher in the morning. Transportation changes can only be made by legal guardians. Electronic communication (email, Dojo, Seesaw, text, etc.) will not be accepted as forms of communication. Changes by phone are highly discouraged, however in the event they need to occur, phone calls should be made to the office prior to 2:30 pm to ensure teachers and students can be notified of the changes. Students without office documented transportation changes will be required to go home using their normal method.

Bus Riders

Obey the driver. The first concern is for your safety. Exercise good manners and consideration for others on the bus and at bus stops. Students should follow these three rules at all times:



1. Bottoms on the seat, back against the back of the seat, facing forward
2. Keep hands and feet to self
3. Use a quiet voice when speaking to others around you

Car Riders/Walkers

Parents must display the provided car rider sign to pick up their child as a car rider or a walker. If a car rider sign is not presented, the adult picking up will need to provide identification in the office before the child is released.

Students who are normally not picked up by car, will need to provide a note in the morning to their teacher. A car rider sign is still needed for picking up in the car rider line. If a car rider sign is not present, the adult picking up will need to provide identification in the office before the child is released.

Both of these procedures are in place for the safety of our students.

Office Pick up

Office pick up should be reserved for legally excusable afternoon appointments. In the event of an early dismissal, the adult will need to provide identification before a student will be released.

