CONESTOGA VALLEY SCHOOL DISTRICT

PKC Family Handbook

2025-2026

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PRE-K COUNTS ELIGIBILITY

Families are determined to be eligible if their income is up to 300 percent of the federal poverty level and the child is three years old by September 1 of the current school year. After verification of age and income is completed, a family will move to the second layer of prioritization based on a rating scale of 110 points. Point values are weighted and assigned based on the following criteria:

- Child receiving protective services (foster or CYS): 15 points
- Homeless: 15 points
- Preschooler with an Individualized Education Program (IEP): 10 points
- English language learner: 10 points
- Child receiving behavioral supports: 10 points
- Incarcerated parent: 10 points
- Child enrolled in Infant Toddler Contracted Slots Program: 10 points
- Migrant season student: 10 points
- Education Level of parent: 5 points
- Teen mother: 5 points
- Child is 4 years old: 10 points
- Child is 3 years old: 5 points

If slots still remain after determining points, income prioritization is used to fill the remaining slots, with priority given to the lowest poverty level percentages.

SCHOOL HOURS

The Pre-K Counts schedule is aligned with the school district's calendar. Children are required to attend from Monday to Friday for the full day.

- **Elementary 9:00 a.m. - 3:30 p.m.**
- **Elementary early dismissal 12:30 p.m.**

CHANGE IN SCHOOL DAY DUE TO WEATHER CONDITIONS

Decisions to delay the opening of school, dismiss students early, or close for the day are made strictly on concerns for student safety. Accordingly, a decision may be made based on a forecast of bad weather predicted for the morning. Initial decisions must be made by 6 a.m. to inform the buses. In many cases, the first announcement may be for a delay. Continue to monitor school and local media outlets, as later announcements may close school for the day.

> **Special Conditions:** Occasionally, special conditions (such as flooding or power failure) may necessitate the closure of only one school or require an early dismissal. Discuss with your child how you plan to handle these special situations.

Emergency and weather-related announcements

Emergency information and weather-related announcements will be made using an automated phone/text/email system and posted on the CV district website, *www.ConestogaValley.org*, as well as CV's Facebook page. Information will also be shared with the following radio and television stations:

WGAL-TV
WPMT-TV
WROZ-FM (101.3)
WLAN-FM (96.9)
WJTL-FM (90.3)
WDAC-FM (94.5)
CBS-21
ABC-27

BUILDING SECURITY

Surveillance cameras in use

Surveillance cameras are in daily use in CV Schools. Additional cameras may be added throughout the year.

Doors are locked during the school day

All district buildings are locked during the school day and remain so until dismissal. Parents, visitors, and late students shall enter the building only through designated entrances. Doors are never to be propped open at any time. Students violating this policy or assisting others to violate this policy will be subject to disciplinary action. Other unauthorized persons may be prosecuted for trespassing.

Visitor/parent registration required

All visitors, parents, and salespersons must register at the office and obtain a visitor's pass to be worn at all times and clearly visible while they are in the building. Failure to register may result in prosecution for trespassing. Please note that a photo ID is required for all visitors to be admitted to the building.

PARENTS, Should a School Emergency Occur…

- As difficult as it may be, please do not rush to the school. Emergency vehicles must have unrestricted access to and from the school. Your child's safety is of primary concern to staff and emergency workers.
- Please do not phone the school. This ties up phone lines and, even if you get through, the person answering may not have the authority to release information to the public.
- Please listen to the radio/TV and the automated phone message from your child's principal to hear status reports and to learn when you are permitted to come for your child.
- Please follow the parking directions when you arrive at the school. Randomly parked vehicles may hinder emergency procedures.
- Please follow directions from the staff and/or emergency personnel for entering the building or locating your child.
- Please be patient! We must account for your child before releasing the child to you. No child will be released to anyone other than the parent unless there is present written permission signed by the parent or the person(s) named on the child's emergency card.

School Safety Training

THE SAFETY OF CHILDREN IS OUR TOP PRIORITY. TO ENSURE PREPAREDNESS, WE CONDUCT REGULAR EMERGENCY DRILLS. EACH SCHOOL HOLDS MONTHLY FIRE DRILLS, AS WELL AS ANNUAL INTRUDER AND SEVERE WEATHER DRILLS. TEACHERS ENGAGE IN AGE-APPROPRIATE DISCUSSIONS WITH CHILDREN ABOUT THESE DRILLS TO HELP EASE ANY FEARS OR ANXIETIES. WE ENCOURAGE FAMILIES TO DISCUSS THESE DRILLS WITH THEIR CHILDREN WHEN THEY RECEIVE NOTIFICATIONS TO PROVIDE ADDITIONAL REASSURANCE AND SUPPORT.

EMERGENCY CONTACT/PARENTAL RELEASE

A child will only be released to parents/legal guardians and the individuals the family has designated in PowerSchool, as listed under the form EC-Student Contacts. If there is a court order or custody agreement, please ensure a copy is provided during enrollment. CV is unable to deny the release of a child to a parent unless we have documentation from a court. If there are changes to your child's emergency contacts, please update the form EC-Student Contacts immediately in PowerSchool. Adults must present their ID when picking up a child from school.

ATTENDANCE POLICY

Attendance in the Pre-K Counts program is mandatory and plays an important role in your child's success and learning. Pre-K Attendance handout.pdf

- **A maximum of 10 days of excused absences** to include trip days verified by acceptable written parental notification may be permitted during a school year. Excuses can be submitted by email or at the school.
- Vacations and family trips (child must be accompanied by an adult): Up to five (5) days each year may be classified as excused for time spent on a vacation or trip. Approval must be requested, in writing, before the trip. Permission for family trips to be classified as excused will be denied if the student has accumulated three (3) or more unexcused absences.
- After three (3) days of unexcused absence, parents receive a first notice that their child's attendance is not as required under the rules for compulsory attendance.
- Lates are cumulative - excessive lates to school are subject to compulsory attendance laws and will be penalized by the CV administration.
- Excuse cards signed by the parent are required within three (3) days for all absences. Failure to provide within three (3) days will result in classifying the absence as unexcused.
- The school will require a written physician's excuse in all cases of excessive absences.
- "7 Day Letters" will be sent to ALL parents when their child's absence, excused or unexcused, has reached seven (7) days.
- If a child has more than 10 percent unexcused absences over the course of the school year (more than 18 days total) and has not responded to program supports, the child may be withdrawn from the Pre-K Counts program.

Unexcused: Any absence that is not covered under the above definition of an excused absence is classified as unexcused for any student under the age of 18.

Excuse Cards Required: Parents shall submit an attendance note via the Parent Portal or furnish a signed, written explanation for all absences and tardies. The burden of proof for excused absences rests with the parent. If excuse cards are not received within three (3) days after the child returns to school, the absence will be considered unlawful if the child is under 18.

The "7 Day Letter": After seven (7) days of absence, for any reason, the principal will notify parents confirming those absences. The letter is for informational purposes only.

Physician's Excuse Required: *Any student who has accumulated 10 or more absences (not excused by a physician or the district) will be required to furnish a written physician's excuse for* ***all*** *subsequent absences.* The student must be seen by a medical professional. Failure to do so will result in the absences being recorded as unexcused or unlawful. In addition to the above policy, the district reserves the right to require a physician's excuse when deemed necessary by the school administration.

Late Arrival: Tardies are classified as excused/unexcused/unlawful using the same criteria for general absences. Students arriving at school after the start of homeroom/first block will be recorded as tardy (arriving two hours or more late will be recorded as half-day absence); routine health care appointments are excused. *Habitual tardies are subject to the compulsory attendance laws.*

Early Dismissal: Early dismissals where students miss two or more hours will be recorded as a half-day absence. Otherwise, dismissals less than two hours will be recorded as early dismissals.

Medical and Dental Appointments: **Whenever possible, medical and dental appointments should not be scheduled during the instructional day**. When no other arrangements can be made, a note must be submitted to the office in advance of the appointment. Students will not be dismissed without written permission. Before leaving and after returning, students shall report to the office. Excused time will be limited to the appointment time and normal travel time. The administration may restrict the time and frequency of these absences.

Vacations & Trips: All trips and vacations are considered unexcused and illegal unless prior approval is obtained and the child is accompanied by an adult for the entire trip.

With approval, a child may be given up to five (5) days of excused absence for trips and vacations. All additional days are considered unexcused and unlawful. If, upon receiving the request, the student has accumulated three (3) or more unlawful/unexcused absences, the request will be denied.

Such travel requests will not be approved or excused for trips taking place during posted state assessment administration dates.

TRANSPORTATION

- Transportation is provided for children enrolled in their "home school" for Pre-K Counts.
- Adults, someone 18 years of age or older, must be at the bus stop at least 10 minutes before the scheduled pick-up and drop-off time.
- An adult, someone who is 18 years old or older, must wait with the child for the bus to arrive in the morning and must be there to receive the child in the afternoon.
- The adult receiving the child in the afternoon **MUST** have the green transportation card or a picture of the green transportation card on their phone. It **MUST** be shown to the driver.
- If there is no adult at the bus stop in the afternoon or the adult does not have the green transportation card, the child will be brought back to the school to be picked up by the family.
- Students may ride only on their assigned bus and get on and off only at their assigned stop.
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- Requests to transport students to or from locations other than their home will be considered only if they are in your attendance area and if space is available.
- Students who change their residence within the CV district boundaries must document this change at the school building with proof of residency. Changes in bus assignments require five (5) days to implement.
- Emergency exceptions to bus assignments may be made by building principals. Requests for non-emergency purposes (overnight visits with friends, scout meetings, shopping, etc.) will not be accepted. Telephone requests will be taken for emergencies only.
- All permission slips must be signed by an administrator. Parent notes will not be accepted by drivers.
- Due to mechanical difficulties or other issues, a different bus driver or bus number may be assigned to pick up your child.
- The following procedure will be followed when a student needs to be brought back to the building.
    - 1st time - Reminder/Warning
    - 2nd time - 2-Day Suspension from using CV transportation
    - 3rd time - 1-Week Suspension from using CV transportation
    - 4th time - Use of transportation may be discontinued

Bus Riding Rules and Regulations

The Conestoga Valley School District (CVSD) provides daily transportation for students to and from school. CVSD contracts with transportation providers to transport students daily to and from school. The current transportation contracts include: Brightbill Transportation, Faithful Transportation, and neighboring school districts. For this transportation to be accomplished as safely and effectively as possible, students and parents must work cooperatively with the school district. Students are expected to demonstrate safety, respect, and responsibility while on district-provided transportation. Any student whose behavior interferes with the safety of other students may be denied transportation services. In such cases, it then becomes the responsibility of the parent/guardian to transport their student to and from school.

Each building principal has a crucial responsibility regarding student transportation. Health and safety factors are the principal's concern since he/she is the first to feel the impact of any deviation. Student behavior on the school bus is the principal's responsibility since infractions are referred to his/her office. Any student causing a disorder on the school bus must be reported by the driver to the student's building principal. The principal/administrator will work cooperatively with parents, students, the transportation supervisor, and the bus driver. The principal will decide whether or not punishment is necessary in every case. Only when it is necessary will the principal administer discipline.

Emergency Drills

School bus evacuation drills are conducted periodically to ensure that students know exactly what to do in the event of an emergency. Students are asked to cooperate fully with the bus driver and the assigned helpers. Absolute silence must be observed. Students must follow the driver's specific instructions.

Video Cameras Record Student Behavior on Buses

Conestoga Valley School District student transportation vehicles are equipped with audio and video recording equipment to monitor student behavior whenever the vehicle is in operation. The video may be used as part of the disciplinary process.

Bus Procedure: Student IDs Required

Students are required to scan on and off the school bus using their CV Student ID Card. This process enables CV to account for all students as they board and exit a district vehicle on their way to/from CVSD.

- Pre-K students are provided with a lanyard and scannable personal ID card at the start of the school year.
- New students will receive a scannable ID card within their first week of school.
- Updated ID cards are provided to all students following picture day in the fall.

HEALTH SERVICES

CV provides a staff of school nurses and health room nurses in each building. These staff members coordinate state-mandated health programs and are available to handle illnesses and injuries that occur while the child is in school. In addition to providing health room services, the nurses serve as resources to the classroom teacher and community on health-related issues.

All students will receive vision, dental, and hearing screenings, unless a parent or guardian submits a written notification of refusal to the building nurse. Please note that the results of the screenings will be available on the Parent Portal once they are complete. If you have any questions, please contact your school nurse.

Immunizations

Before starting Pre-K Counts, families must provide a copy of their child's current immunization records or a note objecting to the child being vaccinated on religious grounds or a physician-verified medical reason of a temporary or permanent nature explaining why the child is not vaccinated. Low-cost immunizations can be obtained at the PA State Health Center at 1661 Old Philadelphia Pike, Lancaster (717-299-7597). Also, the Lancaster General Hospital's ChildProtect Program offers immunizations free of charge to persons who are without insurance coverage for immunizations. Information regarding ChildProtect can be obtained by calling 544-3138. If your child receives updated immunizations, including the flu vaccination, after initial enrollment, please send a copy of your child's updated immunizations to the school.

A child will be excluded from group activities for an additional 30 days if they are not vaccinated due to a temporary medical condition unless they have received written confirmation from a physician, the state or local health department of vaccinations, or continuation of the medical condition. A new verification is required every 30 days, or the child may not be readmitted to the program until the requirement is met.

Child Illness and School Attendance

Do Not Send Ill Children to School!

Please do not send your child to school if they are ill. The school will not provide diagnostic services, nor will the school allow your child to spend the day in the health room. Likewise, do not expect the nurse to treat or diagnose injuries or illnesses that occur at home. In both situations, the nurse will contact you and expect you to provide appropriate care, including coming for your child. A child must remain fever-free for 24 hours without medication before returning to school.

School Safety: In cases where the principal, counselor, or nurse feels that a child's health or safety is threatened or is a threat to others, they will immediately contact the parent to refer to appropriate community resources. They may also refer to the home/school visitor for any necessary resources.

Parents Responsible for Transportation: Car or Ambulance

School personnel are not permitted to transport ill students for any reason. If your child becomes ill or injured in school, you will be contacted and will be expected to make arrangements for transportation home or to a medical facility. If you cannot be reached, the school may call an ambulance at your expense. Also, in the event of an emergency, the school nurse may call an ambulance before notifying parents/guardians if the nurse feels this action is appropriate.

State-Mandated Services: The state-mandated program requires physical exams and dental exams for entry to Kindergarten. Dental exams are required for school entry.

Health Clinic Services Not Available in School: The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and to detect health problems early. Health room care is available for students who become ill or are injured while in school. Please do not expect the school to handle sickness or injury occurring outside of the school day.

*If students become ill or injured during the school day, they must report to the nurse's office for evaluation. Students are not permitted to call home from their cell phones for parents to pick them up.

Special Medical Services: Special medical services may be handled on an individual basis by contacting the nurse. Parents are expected to provide special equipment.

Varicella (chicken pox), Measles, and Pertussis: A reportable disease in Pennsylvania. Please notify the school nurse if you suspect your child has any of these diseases and follow up with your family medical practitioner..

Head Lice: While our school district does not routinely screen for head lice, the school nurses will help families to understand the treatment process, which will help to eliminate this problem. School nurses will check other students as needed based on nursing judgment. Contact your school nurse for additional information concerning this issue, or visit *www.ConestogaValley.org/health*

Medication Administration in School

Parents/guardians have the primary responsibility for the health of their children. As a rule, and if at all possible, medication should be taken at home. In the event that a medication needs to be administered during the school day, the parent/guardian must provide the following information:

For students requiring daily prescription medications:

- Written instructions/permission from a healthcare provider
- Written permission from the parent/guardian

All medications must be in their original, labeled containers. The nurse will supply a medication order form as needed. The form may also be downloaded at *www.ConestogaValley.org/health*

For their safety, students are prohibited from carrying any controlled substance medications (such as Ritalin, Adderall, or narcotic pain relievers) at any time. Parents or guardians are required to deliver these medications to school personnel in a properly labeled, prescription container. Students must deliver any temporary medication to the school nurse upon arrival at the building.

Handwashing

Teachers will supervise children during handwashing times to reinforce proper techniques. To promote healthy habits and reduce the spread of germs, both children and adults must wash their hands at the following times:

- Upon arrival in the classroom (including after returning from an Expressive Arts class or the playground)
- Before serving food
- After using the restroom
- After blowing their nose
- Before and after eating
- Before and after using the sensory table

Meals and Snacks

The Pre-K Counts program will follow the National School Lunch program for the 2025-2026 school year. All parents/guardians must complete the Meal Benefit Free and Reduced Application on the CV food service website, located under "Free and Reduced Lunch" in School Cafe. All Pre-K Counts children receive a free breakfast, lunch, and afternoon snack. Our Pre-k Counts is not a peanut tree nut-free program.

Weather/Clothing

The children go outside as long as the weather permits: above 25 degrees, including the wind chill, and below 90 degrees with the heat index. Please make sure your child is dressed appropriately for the weather. In addition, please send a change of clothes to be kept in your child's cubby. All clothing, including jackets and hats, should be labeled on the tag with your child's name, as some children may have similar clothing. We recommend sending your child to school in clothes that promote self-help skills and shoes that are appropriate for playing on the playground and for physical education class.

Curriculum and Assessments

CV PKCs uses **Creative Curriculum** as the primary program and focuses on developing children's skills through hands-on project-based activities and play. The daily schedule is designed to allow time for large-group, small-group, and individual activities that are both teacher-directed and child-initiated. The curriculum focuses on month-long project-based investigations that allow the children to explore their environment and develop critical thinking and problem-solving skills. In addition, the curriculum recognizes the importance of a child's social-emotional development and provides opportunities to help children develop empathy, self-regulation, and relationships.

The Fundations and Heggerty Programs are used to supplement Creative Curriculum and align with our Kindergarten programming. Our classrooms offer age-appropriate materials that are related to the current month's unit of study. Materials are changed on a monthly basis to keep the children's interest and encourage curiosity and learning. Please ensure that children **do not bring items from home** unless instructed to do so by the teacher.

Screenings are conducted for each child to help identify potential delays and determine if further evaluations are needed. Both the teachers and families complete the Ages and Stages questionnaire. Families will be given their questionnaire during their intake meeting. This form must be completed and returned to your child's teacher within the first week of school. Teachers complete a separate questionnaire within the first 45 days of a child's first day of attendance. All results are shared with the family, and we will assist families when additional support may be needed with an outside agency.

Parent-teacher conferences are scheduled in the **fall and spring t**o discuss the child's progress. During this meeting, the teacher will review your child's academic progress, behavior, and social-emotional development and provide you with a copy of your child's progress report. If you have any questions or concerns at any time, please reach out to your child's teacher to set up a meeting; you do not need to wait until parent-teacher conferences.

Field Trips

Our Pre-K Counts program offers field trips that expand on the children's educational activities. The cost of the field trips is covered by CV's program, and there is no cost to families. A limited number of volunteers are able to attend the field; please see the requirements for volunteers. The Pre-K Counts classrooms may also host special visitors within the classroom to enhance the children's learning experiences.

Character Strong: Trait of the Month

Beginning in 2021-22, the district introduced a new social-emotional learning tool, Character Strong, to enhance its existing focus on character and character traits. Character Strong is a curriculum and professional development organization with a goal to create a better world through education. The mission is to help schools

more effectively teach strong character and social-emotional skills to their students.

September	October	November	December
Respect is seeing value in all people and things & treating them with care.	**Responsibility** is taking action and understanding the impact of our choices.	**Gratitude** is choosing to appreciate the people and things in our lives.	**Empathy** is understanding and connecting to other people's feelings.
January	**February**	**March**	**April**
Perseverance is pushing yourself to work through challenges and obstacles.	**Honesty** is being truthful in what you say and do.	**Cooperation** is working together to reach shared goals.	**Courage** is choosing what is helpful, right, and kind – even when it's hard and scary.
May			
Creativity is using your imagination to create something new or solve a problem.			

Positive Behavior Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It also improves teacher health and well-being. It is a way to create positive, predictable, equitable, and safe learning environments where everyone thrives. PBIS is a component of Conestoga Valley School District's Multi-Tiered System of Support (MTSS) framework that integrates data and instruction to maximize student achievement and support students' social, emotional, and behavioral needs from a strength-based perspective.

CVSD's PBIS Core Beliefs

Conestoga Valley learners have equitable access to a positive school climate where safety is fostered; a supportive academic, disciplinary, and physical environment is promoted; and respectful, trusting, and caring relationships are encouraged and maintained across the CV Community.

- Creating a culture of celebrating the assets of our community while leveraging community supports to address identified needs
- Develop K-12 systems to support all learners through collaborative partnerships between all stakeholders
- Develop evidence-based practices for teachers to enhance Tier 1 learning environments in all classrooms and settings

- Ensure district and school policies and procedures provide guidance for equitable, data-driven decision-making reflective of the diverse students and families in the CV Community

All in response to the post-pandemic needs of the CV Community.

Source: pbis.org

INCLUSION

Children grow and develop at their own pace, and no two children are the same. Our teachers meet each child at their development level and adapt activities to meet each child's needs. The NAEYC position on equity states:

> "All children have the right to equitable learning opportunities that help them achieve their full potential as engaged learners and valued members of society. Thus, all early childhood educators have a professional obligation to advance equity. They can do this best when they are effectively supported by the early learning settings in which they work and when they and their wider communities embrace diversity and full inclusion as strengths, uphold fundamental principles of fairness and justice, and work to eliminate structural inequities that limit equitable learning opportunities."

Activities and communications are designed to support the language development and academic achievement of all children, including those from culturally and linguistically diverse backgrounds. Support may also be available for children and families who are English language learners.

ADDITIONAL SUPPORT

- Invention, Behavioral Health agencies, etc.

IEP/BEHAVIORAL PLANS

If your child has an IEP, IFSP, Behavior, or other support plan, please provide a copy of the plan to the First 10 Administrator. Teachers work closely with outside agencies to ensure accommodations are implemented as stated in specialized support plans. Please notify teachers of scheduled meetings for specialized support plans to ensure their attendance at meetings.

SUSPENSION AND EXPULSION

CV staff will collaborate with families and outside agencies to ensure children receive the support needed for Continuity of Care. There may be a period of time where a child may need a modified schedule until support personnel are available to attend with your child. The following techniques are used to help eliminate negative behaviors and avoid a suspension or expulsion:

- Clearly defined expectation
- Frequent positive reinforcement
- Redirection
- Teaching problem-solving skills
- Creating Routines
- Room arrangement/assessments of the learning environment
- Attendance Plans

TRANSITIONS

Conestoga Valley School District's First 10 initiative offers children opportunities to participate in Play and Learns within the schools. These events are led by Pre-K Counts teachers, kindergarten teachers, and administrators, and provide children with an opportunity to meet school staff and visit the school before entering the program.

Before the start of the school year, we will host an open house to provide the children with the opportunity to meet the teacher, see the classroom, and meet new friends. In addition, our classrooms incorporate family traditions, and each family's culture is represented within the classroom. Families are encouraged to provide family pictures to be displayed in the classroom to help ease the transition to the school.

Our Pre-K Counts programs are located within each elementary school, providing the children the opportunity to become accustomed to the building before entering kindergarten. Our Pre-K Counts children eat in the cafeterias and participate in Expressive Arts classes: Art, Music, Library, and Physical Education, which gives them the opportunity to meet other teachers they will have when they enter kindergarten.

Teachers prepare the children for kindergarten by visiting the kindergarten teachers and classrooms in the spring. Teachers read books and incorporate activities related to the transition to kindergarten. Additionally, they encourage families to discuss kindergarten with their children and participate in the First 10 transition to kindergarten events. Our First 10 programming offers a series of six events that take place before children enter kindergarten. These events are designed to provide the opportunity for the children to meet teachers and classmates, and to become familiar with the school.

PARENT INVOLVEMENT

Parent involvement in the program contributes to their child's success in the Pre-K Counts program. We use Pennsylvania's Family Engagement Birth through College, Career, Community Ready Framework to develop our plan of family involvement.

- Standard 1 - Connect families to community resources that support their goals, interests, and needs.
    - CVWebsite
- Standard 2 - Build partnerships with families that are strength-based, authentic, reciprocal, and respectful.

    - Events: Intake Meetings, Open House, Fall and Spring Conferences, and First 10 events
- Standard 3 - Partners with families to identify information, resources, and strategies to support them in their roles as teachers, models, encouragers, monitors, leaders, and advocates as they support their child's learning and development.
    - Resources: The Basics, Young Mathematicians
    - Events: Play and Learns, Fall and Spring Parent Conferences, Outside Agency Support Meetings
- Standard 4 - Provide intentional opportunities for families to connect and engage with each other.
    -
- Standard 5 - Support families as they develop their leadership and advocacy skills.
    -
- Standard 6 - Build partnerships with families during times of transition
    - Please see Transitions on page 13.

Volunteers

Adult Volunteers are defined as anyone who has "direct volunteer contact"-- care, supervision, guidance, or control of children-- OR "routine interaction with children." Routine Interaction is defined as "regular and repeated contact" that is integral to a person's volunteer responsibilities. Child is defined as any individual under 18 years of age. If you have any questions as to whether you meet this definition or not, please contact your building principal.

Step 1: Download and print the volunteer checklist.
- Use this document to keep track of your clearance documentation. Once finished, submit the checklist along with completed clearance documentation to the district office.

Step 2: Child Abuse History Clearance: No Cost. Valid for 5 years.
- Click here to access the website
- Click "Create Individual Account" if you do not already have a Keystone ID
- Complete all fields
- Select: Volunteer
- Volunteer Category: Other
- Agency Name: Conestoga Valley School District
- Print out the certificate. Write down or remember your login and password to access the certificate anytime.

Step 3: PA Criminal Record Check: No Cost. Valid for 5 years.
- Click here to access the website.
- Click on New Record Check (Volunteers Only) and complete all fields
- Print the "Record Check Results Page"
- IMPORTANT: Click on "CERTIFICATION FORM" above the BACK button to print your actual certificate. Submit this certificate to the district office.

Step 4: Select one of the following:
- If you have been a PA resident for 10 consecutive years: Disclosure Statement Application for Volunteers. No cost.
    - Print the form here; sign and submit to the district office.
- If you have NOT been a PA resident for 10 consecutive years: FBI Criminal History Record. Cost $22.60. Valid for 5 years.
    - Go to https://www.identogo.com/locations/pennsylvania to access the website.
    - Select the Digital Fingerprinting option at the bottom of the page
    - Enter the Service Code: 1KG6ZJ
    - Click on Go

- Complete Registration and schedule an appointment at a fingerprint collection site.
- This fee is paid at the fingerprint site. Major Credit Cards, as well as money orders or cashier's checks payable to MorphoTrust, will be accepted. NO cash transactions or personal checks will be accepted.
- Once a volunteer submits their fingerprints, they will receive a receipt with their UEID number. The volunteer must present their UEID number to the school District.

Step 5: Volunteer self-reporting form. No Cost.

- Print the form here, complete, sign, and submit to the district office.

Step 6: Acknowledgement on POL 916 and POL 806 Form. No Cost.

- Read and review:
  - Policy 806: Child Abuse
  - Policy 916: Volunteers
- Print, sign, and submit the form found here.

Step 7: Compile all completed clearance documentation and deliver it to the district office (502 Mt. Sidney Road, Lancaster) along with your checklist. Keep a copy of your clearances for your records.

Communication

The Pre-K Counts classroom uses the Seesaw app to communicate with families. You will need to download the Seesaw app onto your phone. Seesaw requires an invite from your child's teacher to sign up. You will receive an email with a QR code to complete the registration process. In addition to SeeSaw, teachers will communicate via email. Please allow teachers 24 hours to respond to your messages in Seesaw or email.