

# WELCOME

August 2013

Dear Parents and Students:

Welcome to the 2013-2014 school year at Conewago Valley Intermediate School. We are looking forward to an exciting year.

The purpose of this handbook is to provide you with information on curriculum, activities and the policies and procedures of our school. Please read this handbook carefully to become familiar with its contents.

The Intermediate School has been designed to provide our students with a wide range of educational experiences that are supported by an integrated curriculum. As part of our overall mission, CVIS has implemented a school wide positive behavioral support system that encompasses the Five P's – Positive, Productive, Polite, Prepared and Prompt. Students will be engaged in lessons and activities on each of the Five P's to promote awareness and understanding of the school wide rules. We also embrace the pillars of the Character Counts program – trustworthiness, respect, responsibility, fairness, caring, and citizenship. The administration, teachers and support staff believe that these philosophies will help in the development of the overall student and provide an atmosphere that encourages social and academic success.

We encourage you to contact us at any time. We look forward to a positive working relationship that benefits our students and our school. Welcome into the Intermediate School family.

Sincerely,

Kenneth R. Armacost  
Principal

Stephanie D. Corbin  
Assistant Principal

# **Conewago Valley School District**

130 Berlin Road, New Oxford, PA. 17350

(717) 624-2157

[www.conewago.k12.pa.us](http://www.conewago.k12.pa.us)

## **Board of Directors**

Keith Mummert, President  
Edward Groft, Vice President  
Linda Buffenmyer, Treasurer  
David Meckley  
Michael Buckley  
William Huffman  
Scott Becker  
Jenene Conrad  
Eric Flickinger  
Gary Hartman, Solicitor  
Lori Duncan, Secretary (non voting member)

## **District Administration**

Dr. Rebecca Harbaugh, District Superintendent  
Dr. Russell Greenholt, District Assistant Superintendent  
Dr. Joan Crouse, Coordinator of Elementary Literacy Programs  
Dr. Karen Sipe, Supervisor of Special Programs  
Mrs. Lori Duncan, Business Manager  
Ms. Bobbi L. Miller, Transportation Director  
Dr. Janet Trimmer, Supervisor of Special Education  
Mr. Jeff Murren, Maintenance Supervisor  
Mr. Steve Long, Coordinator of Computer Services

# **CONEWAGO VALLEY SCHOOL DISTRICT**

## **Mission**

Conewago Valley School District, in partnership with students, families and the community, provides a safe environment that promotes academic engagement and social growth enabling students to succeed in a diverse and changing world.

## **Vision**

Conewago Valley School District is a place where students are empowered.

**Conewago Valley School District**

**[www.conewago.k12.pa.us](http://www.conewago.k12.pa.us)**

**Conewago Valley Intermediate School**

**<http://www.conewago.k12.pa.us/CVISIndex.html>**

## Conewago Valley Intermediate School

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## SCHOOL SCHEDULES

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

<b>4<sup>th</sup> Grade</b>		<b>5<sup>th</sup> Grade</b>		<b>6<sup>th</sup> Grade</b>	
HR	8:40-8:46	HR	8:40-8:46	HR	8:40-8:46
1 <sup>st</sup>	8:48-9:28	1 <sup>st</sup>	8:48-9:28	1 <sup>st</sup>	8:48-9:28
2 <sup>nd</sup>	9:30-10:10	2 <sup>nd</sup>	9:30-10:10	2 <sup>nd</sup>	9:30-10:10
3 <sup>rd</sup>	10:12-10:52	3 <sup>rd</sup>	10:12-10:52	3 <sup>rd</sup>	10:12-10:52
4 <sup>th</sup>	<b>LUNCH</b>	4 <sup>th</sup>	10:54-11:36	4 <sup>th</sup>	10:54-11:34
5 <sup>th</sup>	11:31-12:11	5 <sup>th</sup>	<b>LUNCH</b>	5 <sup>th</sup>	11:35-12:15
6 <sup>th</sup>	12:13-12:53	6 <sup>th</sup>	12:15-12:55	6 <sup>th</sup>	<b>LUNCH</b>
7 <sup>th</sup>	12:55-1:35	7 <sup>th</sup>	12:55-1:35	7 <sup>th</sup>	12:55-1:35
8 <sup>th</sup>	1:37-2:17	8 <sup>th</sup>	1:37-2:17	8 <sup>th</sup>	1:37-2:17
9 <sup>th</sup>	2:19-2:59	9 <sup>th</sup>	2:19-2:59	9 <sup>th</sup>	2:19-2:59
10 <sup>th</sup>	3:00-3:25	10 <sup>th</sup>	3:00-3:25	10 <sup>th</sup>	3:00-3:25

**Dismissal 3:30pm**

**LUNCH SHIFTS**

**4<sup>th</sup> - 10:54-11:29**  
**5<sup>th</sup> - 11:38-12:14**  
**6<sup>th</sup> - 12:17-12:53**

<b><u>2 HOUR DELAY SCHEDULE</u></b>	
<b><u>2013-2014</u></b>	
10:40 – 10:45	Homeroom
10:45 – 11:13	Period 3
11:15 – 11:45	Period 4 (Grade 4 Lunch)
11:47 – 12:17	Period 5 (Grade 5 Lunch)
12:19 – 12:49	Period 6 (Grade 6 Lunch)
12:51 – 1:21	Period 1
1:23 – 1:51	Period 2
1:53 – 2:22	Period 7
2:24 – 2:54	Period 8
2:56 – 3:25	Period 9

## **ADDRESS & TELEPHONE NUMBER CHANGES**

If your address or telephone number is changed, please notify the school by phone call or in writing. Please notify us at any time during the school year when there is a change. It is especially important during an emergency that our records are correct.

## **ANTI-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 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 cyber bullying.

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.

The Conewago Valley Intermediate School has established an Anti-Bullying program to help students effectively interact with one another. The program goal is to help guarantee a safe and enjoyable learning environment for all students. In order for this to occur it is important that all students, staff and parents follow these rules:

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make it a point to include ALL students who are easily left out.
4. We will tell two adults when we know someone is being bullied.

There are four types of bullying behaviors that are posted throughout our school and in every classroom.

### 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

## ATTENDANCE

Parents are expected to encourage their child to attend school as many days as possible. Personal illness, death in the family, an approved educational trip and other urgent reasons affecting the child may necessitate an absence. An absence for any other reason is considered unlawful. When in doubt of the legality of an absence, parents should contact the administrative staff for answers.

If a student is absent less than three days in a row, you should fill out an excuse blank. Excuse cards should be fully completed including student's first and last name. Excuse blanks are available in the CVIS office and on the CVIS website. Your child should bring this along the day they return to school. If an excuse blank is not turned in within three school days, the absence is marked unlawful. Pupils whose absences are of a suspicious nature may be required to obtain a physician's certificate.

If a student is absent three or more days in a row, an excuse signed by a doctor should be submitted. The student should bring this excuse when he/she returns to school. If the excuse is not turned in within three school days, the absence is marked unlawful.

Excuses will be coded as excused or illegal.

- **EXCUSED** – absences resulting from illness, death in the immediate family, major religious holidays as listed by the Department of Public Instruction, serious emergency at home, or absence when previous permission is granted may be excused.
- **ILLEGAL** – absence from school without lawful excuse by a child who is sixteen years of age or under shall constitute a violation of the compulsory attendance provision of the Public School Code. The law requires that the parent or guardian of the child be notified when acquiring three illegal days. These absences constitute a summary offense under Public School Code for which penalties may be imposed against the parent, guardian, etc. Fines imposed may be up to \$300 per day. If the child is illegally absent again, the parent or guardian may be charged before the magistrate without notice from the school authorities.
- 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.

If you know that your child will be absent for a medical or dental appointment, a religious holiday, or a funeral, please contact the school office in advance. Even though a phone call was made to the school reporting the absence, an excuse card must still be completed and returned with the student within 3 days of the absence.

If your child will be absent due to illness, please call the intermediate office by 9:00 a.m. at 624-2157 ext. 4004 or 4005. Even though a phone call was made to the school reporting the absence, an excuse card must still be completed and returned with the student within 3 days of the absence.

### **PRE-ARRANGED ABSENCE**

A family trip planned during the school year may be approved if it has educational merit, is supervised, and if the student does not have poor academic or attendance records. To request a pre-arranged absence form, the student should pick up a form in the intermediate school office or from the district website prior the family educational trip. Requests for such trips should be completed and returned to the intermediate school office **one week prior** to the trip. The dates of the approved trip will be considered excused absences by the district. Family trips, which have not been approved, may be considered unexcused absences from school.

### **TARDIES**

Students arriving late must have a note from their parent/guardian explaining the reason for lateness. Habitual tardiness could result in an illegal absence being recorded on the student's attendance record.



## **DISMISSALS**

Should it be necessary for your child to be excused early from school for an appointment, send a note with your child on the morning of that absence. You must come into the school to sign your child out at the time of dismissal. If there is another party picking up your child from school, we must have in writing the individual you are permitting to pick up your child.

## **MAKE-UP POLICY/ABSENT FROM SCHOOL**

If your child should miss a day of school he/she will be given reasonable amount of time to make up missed work. The student is responsible for making arrangements with the teacher 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 student is absent **two or more** consecutive days of school, please contact the office at 624-2157 ext. 4004 or 4005 by 9:30am to arrange for homework pick-up by a parent. Homework will be available in the office at the end of the school day until 4pm.

## **TRUANCY**

When a student accumulates three unexcused absences, parents are subject to receiving a first notice that their child is truant from school. Any additional unexcused absences will result in a referral to the District Magistrate's office. The court may impose on the parents of a truant child a fine up to \$300.00 per day of the absence. In addition, once a student has been identified as being truant Adams County Children and Youth services will be contacted.

## **NOTIFICATION**

Parents of students who are excessively absent from school will be notified by a "May" letter that the school is concerned about the frequency of their child's absences. If attendance does not improve after the "May" letter, parents/guardians will be notified again through a "Doctor's Excuse" letter. The "Doctor's Excuse" letter requires every absence thereafter to be accompanied by a doctor's verification of illness. Failure to produce the required doctor's excuse will result in the absence being recorded as unexcused.

## **BEHAVIORAL MANAGEMENT PHILOSOPHY**

The Conewago Valley Intermediate School and the Conewago Valley School District support 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 districts 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. When a student makes a poor choice, a consequence may follow in order to help that student to modify his/her behavior and regain self-discipline.

## **STUDENT CONDUCT**

Every student has rights, which they are entitled to while at Conewago Valley Intermediate School. These rights include:

1. To learn
2. To be respected
3. To have personal property respected
4. To feel safe from physical harm, and academic, social or personal ridicule

## **RESPONSIBILITIES**

Students share with the administration and the faculty the responsibility to develop a climate in the school that is conducive to productive learning and wholesome living. No student has the right to interfere with the educational process of any other student in school. With this goal in mind we believe that it is the responsibility of the student to:

1. Be aware of all rules and regulations for student behavior and to conduct him or herself in accordance with the rules.
2. Be willing to help others in matters relating to the general welfare of the school community and the protection of school property.
3. Assume all rules are in effect unless otherwise noted.

4. Be aware of and comply with state/local laws.
5. Exercise proper care when using public facilities and equipment.
6. Attend school daily and be on time to all classes and other school functions.
7. Make all necessary arrangements for making up work when absent from school.
8. Work diligently to complete the course of study prescribed by state and local authorities.

The following is a list of possible disciplinary actions, which are aimed at helping students regain self-control.

Possible actions include, but are not limited to:

- Teacher/student conference
- Teacher/student/parent conference
- Administrator/teacher/student/parent conference
- Teacher detention
- Lunch detention
- Central detention
- Verbal/Written apology
- In-school suspension (1-3 days)
- Saturday detention (2-4 hours)
- Out of school suspension (1-10 days)
- Recommendation for expulsion
- Police contact
- Referral to Guidance
- Referral to Student Support Team

## **OFFENSES**

The following offenses when committed on school property or at school-sponsored activities regardless of its location are considered inappropriate and may result in disciplinary actions.

- Using a cell phone/CD player/DVD/MP3/iPod or other electronic devices
- Chewing gum
- Cutting class/school
- Excessive tardiness
- Insubordination
- Rude/Discourteous behavior
- Cafeteria violations
- Public Displays of Affection
- Use of profanity
- Use of skateboards, roller skates, inline skates, shoe skates or scooters on school property.
- Bullying or threatening others verbally or in writing.
- Fighting with or assaulting others
- Theft or vandalizing school property or other person's property.
- The use, possession and/or sale or distribution of prescription or illegal drugs or alcoholic beverages or look-a-like substances on school property or while engaged in any school sponsored activity.
- Possession or distribution of a weapon or an instrument that could inflict bodily injury on school property or at school sponsored activities.

## **CENTRAL DETENTION**

An administrator may assign a student to central detention in an effort to modify a student's behavior. Parents will be notified if a student is assigned to central detention either by a phone call from school or by a referral form that is to be carried home. A behavior referral must be signed and returned to the intermediate school office before 9:00am the following school day so that the student will not miss detention. 24-hour notice will always be given to allow for home schedule adjustments.

Days for central detention will be announced but will be held after school from 3:30-4:15pm.

If a student does not serve a detention the consequence will 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 in-school suspension and rescheduling of the two detentions.

If a child misses a detention because of an absence, it is his/her responsibility to make the detention up on the very next day that detention is scheduled.

### **SATURDAY DETENTION**

In some serious cases of student misconduct a Saturday detention may be assigned with the cooperation of an administrator and the parent. Students who are assigned to Saturday detention will be assigned two to four hours. Saturday detention begins at 7:00am and is held on an as needed basis.

### **IN SCHOOL SUSPENSION-ISS**

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 in-school suspension through a phone call from the school and a student's behavior referral, which will be carried home. When a student is assigned to in-school suspension, he/she will collect their assignments the day prior to the assigned in-school suspension. Students will report to homeroom on the morning of their in school suspension to be marked present by their homeroom teachers. Students will then report to the main office no later than 9:00am. After reporting to the office, students will be led to the in-school suspension room by the in-school suspension coordinator where students will work on classroom assignments provided by their teachers.

Students who choose not to follow the in-school suspension rules are either assigned additional in-school suspension time or are suspended out of school. There may be incidences where a student may commit a serious infraction that will cause them to be placed in in-school suspension immediately following the incident.

### **OUT OF SCHOOL SUSPENSION-OSS**

This form of discipline is used for the extreme cases of serious rule violations. Out of school suspension is a period of exclusion from school lasting from 1-10 days. Students may make up work missed during the out of school suspension. Students suspended from school are forbidden to be on school property and therefore may not participate in or attend any school activities. For all suspensions of three days or more a re-admittance conference must occur before the student will be re-instated in school.

## **BUS PASS PROCEDURE**

All bus notes must be submitted to the office to be approved by an administrator when a bus change occurs.

### **If a student is going home with another student:**

- Both students must have a note signed by their parents giving permission. The note should contain both students first and last names, the bus #, and the date.
- The bus pass will be issued by the office and will be available for the student by the end of the day.

### **If a student is going home to a different location:**

- The student must have a note signed from their parent. The note should contain the students first and last name, date, and the address and bus # of the location the student is to be dropped off.
- The bus pass will be issued by the office and will be available for the student by the end of the day.

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. **Our goal is to keep the students safe.**

## **CAFETERIA SERVICES**

School lunches are available daily in the cafeteria. A student may purchase lunch or may bring their lunch from home. Daily menus will vary and provide a well-balanced meal for each student. Pupils may pay for their lunch on a daily basis. Other procedures to purchase lunch will be announced prior to the start of school.

**The cost of a standard school lunch for the 2013-2014 school year is \$2.00.**

### **FREE AND REDUCED LUNCH**

The federal government has provided the opportunity for families to apply for free or reduced lunch prices. Applications and guidelines are generally distributed to all students at the beginning of the school year. Please contact Jill Groft Food Service Administrative Assistant at ext 1015.

### **LUNCH SCHEDULE**

Students will be scheduled for a thirty-five (35) minute lunch period. The students will eat with their assigned groups. Time and weather permitting, students will be allowed to utilize the playground areas. Additional activities such as tutoring, school store or library, may become available as the school year progresses and will be provided on an as-needed basis.

### **CAFETERIA GUIDELINES**

Lunch is a time to sit, relax, eat, and talk with your friends. Socially acceptable behavior is expected at all times. The cafeteria is supervised and parents may be notified if your child does not accept the following responsibilities:

- Show respect to our cafeteria staff
- Keeping your table, chairs, floor, and eating area clean for the next person
- Staying seated while eating and talking
- Disposing of litter properly
- Returning trays to the designated area

## **BREAKFAST SERVICES**

Breakfast will be available at CVIS. A nutritious breakfast helps students be more alert so they can actively participate in class. Breakfast also provides vitamins and nutrients for a strong and healthy body.

The cost of breakfast throughout the Conewago Valley School District will be \$1.25. If you qualify for free and reduced price meals, you also qualify for the breakfast program. The reduced rate is \$0.30 for breakfast.

## **CELL PHONE POLICY**

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 phone during class for an educational purpose. Unless a student is using their cell phone under the direction of a classroom teacher, the cell phone should be turned off and kept out of sight. Students will be held responsible for inappropriate and unauthorized use of cell phones. The expectations and guidelines of the Student Acceptable Use Policy (AUP) will apply to cell phone usage. For a complete copy of the Student AUP, check the district website: [www.conewago.k12.pa.us](http://www.conewago.k12.pa.us). Consequences for inappropriate use of cell phones may include warnings, cell phone confiscation, or further action as necessary.

## **CHILD ABUSE**

All employees of Conewago Valley Intermediate School 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.

## **DANGEROUS TOYS**

It is often hard for children to understand why they cannot bring certain toys to school which 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.

## **DRESS CODE**

We believe that student dress is the responsibility of the family. Students have the responsibility to dress and groom to meet the fair standards of safety and health and not cause substantial disruption to the educational program. The school recommends a dress code, which is based on decency, modesty, cleanliness, and appropriateness. The following guidelines are in effect:

- See through clothing, mesh shirts, half shirts, halter tops, tank tops and garments that expose a bare midriff are not permitted.
- Flip flops, loose fitting shoes, or shoes without backs are not permitted.
- Pajama's or boxers are not permitted
- Shorts are acceptable when the weather is warm. However, short-shorts, shorts with slits on the side(s), and cut offs with fraying ends are not permitted.
- Clothing that advertises alcoholic beverages or tobacco, refers to drugs or violence, states foul language or is suggestive is not permitted.
- Bandanas, caps or scarves are not permitted.

Failure to comply with the guidelines will be viewed as a violation of the districts discipline policy.

## **DRUG/ALCOHOL POLICY**

The use, possession or distribution of drugs, alcohol or "look alike" 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 guidelines:

Category I - Student requests assistance on 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 in possession 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 in dealing with the problem of substance abuse. In categories II through V school officials may take additional action that may include: suspension, expulsion and notification of proper law enforcement agencies.

A complete printing of the Drug and Alcohol guidelines are available in the principal's office.

## **ELECTRONIC DEVICES**

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. Use of electronic devices during school hours is strongly prohibited. A reminder that locks are not permitted on lockers so items cannot be secured.

## **ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM**

### **MISSION STATEMENT**

The mission of the Conewago Valley School District is to provide all students in a culturally and racially integrated environment with a mastery of the basic skills so they can perform their roles as functioning citizens of the city, state, and nation wisely and well. In addition, all students are to be provided opportunities to discover and develop their own special talents.

### **ENGLISH LANGUAGE LEARNERS PROGRAM**

The English Language Learners Program (ELL) 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, and
- Facilitate the acculturation process in complex society that is multicultural by exposing students to the customs, traditions, and expectation of their new environment.
- Facilitate effective communication between the school and home of (ELL) student.

## **PROGRAM PHILOSOPHY**

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

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

## **FIELD TRIPS**

Occasionally classes will go on field trips if the trip is educationally oriented and curriculum related. The classroom teacher with the help of the principal must make all arrangements for trips. Prior to the trip parents will be informed of its purpose, and all pupils will need written approval to take part.

## **FIRE DRILLS**

State laws require fire drills and evacuation emergencies. The classroom teacher will review detailed exit maps with the students to instruct them where to go and when to return. When the fire alarm sounds, students will immediately follow the evacuation procedures as directed by the teacher. No one is allowed to return to the building until the principal or authorized representative gives the signal. Students must stay with their assigned teacher in an assigned area during the drill.

## **FUN NIGHTS**

Intermediate school students will have the opportunity to participate in Fun Nights, which will be held throughout the school year for each specific grade. A variety of activities will be offered at these events. All fun nights are from 6:00 pm to 7:30pm 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 6:00pm 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 7:30pm, a parent needs to submit the request in writing prior to the event.

## **FUNDRAISERS AND SOLICITATIONS**

Throughout the year, student organizations, parent booster clubs, PTO's and community groups all conduct fundraisers to support their individual activities and the activities of the schools. These efforts generate the funds necessary to continue the operation and accomplish the goals of these groups. The services made possible by these fundraisers are an important part of our community. At various times throughout the school year, Student Council sponsors fundraisers and different activities. All proceeds go toward student activities and/or charitable organizations. These activities consist of such things as Wacky Hair Day, Silly Sock Day, Super Star Day, and Hat Day. With many of these activities, students donate a \$1.00 to participate and dependant on the activity, there are drawings and prizes awarded. All participation is strictly voluntary.

Recent legislation related to student health and wellness has put a limit on the kinds of fundraisers that may take place on school property. Our wellness policy, developed in response to this legislation, states that all competitive foods sold during the school day must meet national and state nutritional standards. In other words, candy and snacks of little nutritional value cannot be sold as fundraisers in school. Items sold outside of the school day and school buildings are not covered by this policy.

On a related note, students who belong to outside organizations often bring fundraising materials and merchandise to school. This can create problems on several levels. First, the school cannot be responsible for the security of the merchandise or the funds collected by the student. Second, soliciting fellow students can create uncomfortable situations and become disruptive to the class. To avoid these problems students should not attempt to sell fundraising materials to fellow students during the school day.

We appreciate everyone's cooperation in dealing with this issue. Hopefully, every organization will find alternative ways to raise the needed funds. If you have any questions regarding fundraisers on school property, please contact the building principal.

## **HEALTH SERVICES**

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:

- Maintenance of medical and dental records
- Vision screening in all grades
- Hearing screening in grades K, 1, 2, 3, 7 and 11
- Assist parents in meeting immunization requirements
- Assist in planning for students with physical disabilities
- Height and weight measurements
- Scoliosis screening in grades 6 and 7
- Maintain a health suite for examination and emergency first aid care of students
- Medical examinations 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. If the medical examination is not completed by specific dates, the school physician will be scheduled to complete the required exam.
- Dental examination by the family dentist at entry into school and third and seventh grade. If these exams are not completed by specific dates, the school dentist will be scheduled to complete the required exam. It is encouraged to have your private dentist participate in your child's health care as a preventive measure.

### **SCHOOL NURSE RESPONSIBILITIES**

The school nurses are available throughout the school day to attend to students needing medication or treatment for health issues or injuries that arise during the school day. The parents, along with your family physician, are the primary medical caregivers. The school nurses are responsible for assisting the students with "minor" medical needs and those determined by a licensed physician. School nurses are not able to diagnose broken bones or "major" health issues. Please seek the professional advice of your family physician concerning these types of issues. The school nurses will be glad to assist with these prescribed needs. Students with injuries that occur at home, and illness indicating an infection should be examined by a licensed physician in order to be treated appropriately. It is the goal of our school health services to provide a warm, caring environment which encourages healthful living through health promotion, correction of health problems, adjustments to handicapping conditions, coordinating strengths of family, school, and community to help children achieve optimum health.

### **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.

### **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. The appropriate form and related letter may be found in the nurse's office.



## **HANDLING AND STORAGE OF MEDICATION IN THE SCHOOL**

- 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 designee. The amount of medication stored by the school should be limited based on the length of time medications are to be taken.
- All medications must 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 MEDICATION DURING SCHOOL HOURS**

- Students will be responsible for reporting to the nurse's office at the time the medication is to be taken
- The school nurse will supervise the taking of the medication by the student
- Prescription drug logs will be kept for any child receiving prescription medicine on an ongoing basis
- Unused medications will be returned to the parents for disposition
- Any change in dosage of medication will be recognized only on receipt of written notice of change from the family physician and the parent. It is important to make the school nurse aware of medication that your child is taking on a regular basis, as well as changes to medication doses.
- Medication orders must be updated yearly

## **ILLNESS**

If your child complains of headache, stomachache, sore throat, etc., before coming to school, please check his/her temperature. If feverish, do not send the child to school. If your child becomes ill in school, we will decide if he or she should be sent home. If your child is too ill to stay in school, or if any injury is serious enough, we will call you to come to the school office to take your child home or meet us in the Emergency Room at the hospital.

## **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. Children with a communicable disease are required to remain out of school for the protection of others. The school nurse is required to check students who have had chicken pox or head lice to determine if re-entry to school is appropriate.

## **Immunizations**

State law also required immunizations for student in order to attend school. Below are the state requirements.

For attendance in all grades students need the following immunizations:

- 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (german measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

\*usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

As of the 2011/2012 school year all 7<sup>th</sup> grade students are required to have 1 dose of TDaP (if 5 years has elapsed since last tetanus immunization) and 1 dose of meningococcal conjugate vaccine (MCV).

These requirements allow exemptions for medical reasons and religious beliefs. A physician's written note is required for medical exemptions. A parent written note is required for a request for an exemption based on religious beliefs.

## **Head Lice Procedures for Grades K-6**

If a student in grades K-6 has been found to have head lice, all students within that infected student's classroom are checked for head lice due to the fact that younger children are not a conscious of personal space and are frequently interacting with one another. A notice will be sent home with each student checked letting the parent know their child was checked and asking the parent to check their child daily for the next 7 days. Parents will be called immediately for any child found to be infected by head lice so that they can be taken home and treated.

The school nurse will, through discussion with the student or parent, identify other students who have been in contact with the infected student. This would include identification of the infected student's friends in other classrooms, on the bus, other children at the babysitter, lunch friends, overnight guests (slumber parties), and siblings. Once the nurse determines who the student's contacts have been, she will then follow up as needed with other nurses within the district so that checks can be made of students in other buildings who have had contact with the infected student. In addition, if the nurse determines that students in another school outside the Conewago Valley School District have been in contact with the infected student she will also give a follow-up call to that school's nurse.

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 an examination to determine if the student is nit free. It is important that the parent bring the child in for the examination. Students found to be nit free 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.

For additional information on school health related requirements refer to School Board Policies #207 Health Examinations and #208 Use of Medications. You may also contact your school nurse with health related questions.

## HOMEROOM

In the morning students will place their belongings in their lockers and proceed to homeroom. Students arriving after the start of homeroom should sign in at the main office with a written excuse.

## LOCKDOWN DRILLS

At various times during the school year, lock down drills will be conducted to familiarize students with the procedures that need to be followed in the event a situation of this nature would occur.

## 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.

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 owners of lost clothing by placing their child's first and last name on the item.

## OFFICE HOURS

During the school year the Conewago Valley Intermediate School office will open at 7:30 a.m. and will be staffed until 4:00 p.m.

## 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 may both legally take the child home from school.

## 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 appreciate your cooperation in adhering to this policy.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not permitted on the school grounds of the Conewago Valley School District.

## **SCHOOL INSURANCE**

Each fall, insurance for students is available through a commercial insurance company. There is a fee for this service. Please read the coverage carefully to recognize the limitations of the policy. Information will be sent home with the students at the start of the school year.

## **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 including replacement items for the Everyday Math series. Commonly found items would include erasers, pencils, pens, and mechanical pencils. Other items may include Texas Instrument TI-15 calculators, and math templates, both used in the Everyday Math program. The school store is open during each lunch shift for the students to purchase any necessary items they may need.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as actions, gestures, and/or comments of a sexual nature directed toward another person causing feelings of uneasiness, anxiousness, or fear in that person. Sexual harassment is illegal and will not be tolerated at Conewago Valley Intermediate School.

## **SMOKING/TOBACCO PRODUCTS**

Students are prohibited from smoking or possessing tobacco in any form on school property, including sidewalks and parking areas. The possession and use of chewing tobacco and "look-a-like" chewing tobacco is prohibited on school property. It is not permissible to bring tobacco products to school, on school buses, or at school sponsored activities. **Smoking is prohibited on any property owned by the Conewago Valley School District.** This includes all areas of the stadium. This applies to all individuals on school property regardless of the reason for being on the property, whether it is to watch a sporting event, walk the dog, or pick up a student from the school. This policy also includes the prohibition of the use of other forms of tobacco. The Pennsylvania State Law permits the school to charge a student before the magistrate for violation of this policy.

## **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 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 Hearing-Impaired 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. Multi-Handicapped Support - For exceptional students who are multi-handicapped.
10. Student Support Team (SST) – A student may be referred to the Student Support Team when there is a concern about academic performance or behavior. When a student is referred to SST the parents are contacted by the guidance counselor and invited to participate in the meeting(s) to discuss the students concerns.

For more information please contact the Building Principal or Supervisor of Special Education.

## **STARTING AND ENDING TIMES**

The school day at CVIS begins at 8:40 a.m. with homeroom and ends at 3:30 p.m. Students who walk to school or are transported by cars are not to arrive at school prior to 8:30 a.m. **Students will be considered late if arriving to school after 8:40 a.m.**

## **STUDENT DROP OFF/PICK UP**

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.**

## **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

## **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.

## **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 and 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 name, address, height, weight, etc.) However, a parent/guardian 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. A copy of this policy may be obtained from the building principal.

## **TEXTBOOKS AND SCHOOL SUPPLIES**

Students are responsible for the safe keeping of the textbooks and other equipment supplied to them. Students are required to keep all textbooks covered at all times. At the end of the school year or upon withdraw 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 that has been lost or assessed an amount equivalent to the cost necessary to repair any unusual damage or wear which reduces the effectiveness of the book.

## **WEAPON RULES/REGULATIONS**

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 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, referral to the police, involvement of parents, other 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 by school authorities. 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 most important goal.
5. Toy weapons (cap guns, plastic guns, 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.
8. Laser pointers will be confiscated if brought to school.

**POLICY ADOPTED BY BOARD OF SCHOOL  
DIRECTORS (8/8/11) CONCERNING  
STUDENT RIGHTS AND RESPONSIBILITIES  
POLICY # 215**

The Board of School Directors, as directed by and within the context of the Pennsylvania Code Title 22 Education, Chapter 12 (students) Regulations on Student Rights and Responsibilities, adopts, effective with the publication of this document, the following policy as it relates to student responsibilities and rights.

**REGULATIONS AND GUIDELINES ON STUDENT**

**RIGHT AND RESPONSIBILITIES**

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 the school setting. Specific areas of responsibility include but are not limited to the following:

- A. Regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his 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.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform with the following:
  - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - 3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - 4. Assist the school staff in operating a safe school for all students enrolled therein.
  - 5. Comply with the Commonwealth and local laws.
  - 6. Exercise proper care when using public facilities and equipment.
  - 7. Attend school daily and be on time at all classes and other school functions.
  - 8. Make up work when absent from school.
  - 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
  - 10. Report accurately and do not use indecent or obscene language in student newspapers or publications.

II. **Rights.** Every student enrolled in the public schools of the Conewago Valley School District possesses rights, which are guaranteed by constitutional law, common law, statute law and case law. Those rights include, but are not limited to, the following:

- A. Free and full education as defined by the Commonwealth of Pennsylvania and the Conewago Valley Board of School Directors.
- B. Freedom from discrimination consistent with the Pennsylvania Human Relations Act (43 P.S. § 951-963).
- C. Due process of law for suspensions (both in-school and out-of-school) and expulsions as defined in sections 12.6, 12.7 and 12.8 of 22 PA Code Chapter 12 and as consistent with constitutional, statutory, common law and case law.
- D. Freedom of expression consistent with the reasonable rules and regulations of the Board of School Directors and administration and exercised in such a fashion so as not to materially and substantially interfere with the educational process, threaten immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with the rights of another individual.
- E. Individual selection of hair and dress styles so long as the individual student's grooming process does not cause a disruption of the educational process or constitute a health or safety hazard. Students have a responsibility to keep themselves, their clothes and their hair neat and clean.



- F. It is the responsibility of every citizen to show proper respect for the flag and our country. Student who decline because of personal or religious beliefs to salute the flag shall respect the rights of classmates who wish to participate in the salute to the flag.

**III. 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 and regulations adopted by the Board as directed by section 12.3© of 22 PA Code Chapter 12 and such offenses will subject students to disciplinary action. Commission of these offenses would lead to exclusion from school (as required by section 12.6 (a) of 22 PA Code Chapter 12).

- A. Disobedience, insubordination, or disrespect for the position of those in authority.
- B. 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.
- C. Possession, use, consumption, selling, dispensing, or aiding or abetting the foregoing, of controlled drugs (except when prescribed by a physician) or alcoholic beverages, or tobacco to include smoking.
- D. Vandalism or willful destruction of property, school property or other property.
- E. 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.
- F. Stealing.
- G. 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, or principals, or the district superintendent, or the School Board, or the Pennsylvania Secretary of Education, or the Pennsylvania State Board of Education.
- H. The infraction, offense, or direct defiance of any municipal, state or federal law or regulation.
- I. Unexcused absence or tardiness from school or classes or leaving school without permission or “cutting” classes.
- J. The violation of the Gun Free Schools Act of 1994 (GFSA) or of any similar or related state statutes as authorized by the Federal legislation.
  - 1. The Conewago Valley School District is required by law to expel from school for a period of not less than one (1) calendar year a student who is determined to have brought a weapon to school.
  - 2. The Superintendent of the Conewago Valley School District may modify the expulsion requirement on a case-by-case basis.
  - 3. “Weapon” as referred to in Section 3, Item J of this policy (#215) shall be defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the of action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device, which includes:
  - a. any explosive, incendiary, or poison gas
    - 1. bomb
    - 2. grenade
    - 3. rocket having a propellant charge of more than four (4) ounces
    - 4. missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce,
    - 5. mine, or
    - 6. similar device
  - b. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter
  - c. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - d. according to Section 921, antique firearms are not included in the definition. Class-C common fireworks are not included in the definition of weapon
- 4. The definition of a weapon also includes: knife, any cutting instrument, cutting tool and any other instrument capable of inflicting bodily harm
- 5. The one-year expulsion requirements applies to students who bring weapons to any setting that is under the control and supervision of the Conewago Valley School District.

IV. **Off Campus Activities:** This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.
6. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

Publication of this notice will be sufficient when a copy of this resolution is made available to each student, or when generally distributed in student handbooks or memoranda in which such is to be found or is announced and posted on a bulletin board of general access in each building of the District on a day when school is in session.

The Board further establishes as policy that with reference to paragraph 12.6 of the cited regulations on exclusions from school, the principal, when proceeding with exclusions, shall exercise good judgment, using all of the authority vested in him within the confines of law and the cited regulations, especially as to the rules of hearing found in paragraph 12.8, and subject to the directives, and advice of the district superintendent. In all cases of exclusion, the principal shall prepare and maintain a record of the proceedings. In the case of suspensions which could lead to expulsion action the principal shall:

- A. Prior to notification provide the superintendent with the written notification of the reason for the suspension he intends to give the parents or guardians and to the student.
- B. Shall inform the superintendent of the time and place when the informal hearing will be held, and
- C. Shall render a written report to the superintendent within 24 hours after the informal hearing has been completed.

The Board further establishes as policy that involvement of the student in a rehabilitation program, required random drug testing, or other monitoring and/or treatment protocols may be required as a condition of the student's return to school and/or continued enrollment.

When conduct so warrants, the building principal shall, in accordance with the Code of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.

The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation, and custody of the student.

The Superintendent shall annually, by July 31<sup>st</sup>, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol, or tobacco.

The Superintendent shall annually, no later than July 1<sup>st</sup>, submit the prepared Office of Safe Schools report to the police department with jurisdiction over the school building(s) for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A, 1317, 1318

State Board of Education Regulations – 22 PS Code Sec. 12.1 et seq., 403.1

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Board Policy – 103, 103.1, 122, 123, 218.1, 218.2, 222, 227, 233, 2235, 805

## **COURSE OFFERINGS**

### **ART**

The 4<sup>th</sup> grade art curriculum is broken into three large units. These units concentrate on African, Oriental, and Native American Art. They will be experimenting with projects such as batik, mask making, dragon fans, printmaking, etching, and sand painting. Two other units will focus on self-portraits and landscapes.

The 5<sup>th</sup> grade course is designed to inspire students to perceive, create, and appreciate the visual arts. This course will also encourage critical and creative thinking while building an awareness of art. Fifth grade students will have the opportunity to experiment with a variety of art media while learning about art styles including Realism, Impressionism, and Post-impressionism.

The 6<sup>th</sup> grade course is designed to inspire students to perceive, create, and appreciate the visual arts. This course will also encourage critical and creative thinking while building an awareness of art. Sixth grade students will have the opportunity to experiment with a variety of art media while learning about art styles including Expressionism, Fauvism, and Cubism.

### **BAND**

Any student in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade, who desires to learn about a band instrument, will have an opportunity to participate in an Instrumental performing group. Students will use and enhance the musical concepts that are introduced in the general music classrooms. Students will recognize and use fundamental vocabulary, be exposed to varied styles of music, demonstrate the benefits of practice sessions, and learn to work together in a performance setting. Students will also participate in performances throughout the school year.

### **CHORUS**

Students in grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> will have the opportunity to participate in Chorus. Students will sing music from different genres and continue to study rhythm and the basic fundamentals of good singing. Students will participate in performances throughout the school year.

### **COMMUNICATION ARTS**

Communication Arts aligns with the state standards and anchor assessments to meet the needs of each student. The curriculum includes strategies to help each student learn to read independently and critically in all content areas and identify the various genre. It also includes vocabulary development, fluency training, phonemic awareness, and comprehension skills. Communication Arts includes training in the writing process, with emphasis on the narrative, persuasive, and informative styles. Students will learn to demonstrate knowledge of the conventions of writing.

### **COMPUTER LITERACY**

Promoting 21st Century Skills - This class will provide students with the skills and knowledge they will need to successfully utilize a variety of technology tools. Specifically, students will develop skills aligning with the National Educational Technology Standards for students. These skills include the development of creativity, communication, collaboration, critical thinking, problem-solving, decision making, research and information fluency and digital citizenship. The goal of this course is to make connections between the students and their classes to help make learning engaging and meaningful for them.

### **COUNSELING DEPARTMENT**

Our school counseling program is a part of the total school program and enhances the learning in the classroom. Our school counselors encourage student's social, emotional, and personal growth.

The counselors work directly with students in individual as well as group settings. These discussions include such topics as self-awareness, adjustments to school, personal conflicts, as well as other relevant topics. Counselors are readily available to all students. Pupils can expect that issues will be addressed in a confidential manner. Counselors will also consult with parents, teachers, and other professionals to help students reach their fullest potential.

## **GENERAL MUSIC**

General music classes are offered for students in grades 4, 5, and 6. The classes will be a continuation of music concepts taught at the elementary schools. Some concepts are rhythm, harmony, melody, form, tone, color, and meter. These concepts will be studied in greater depth through the use of songs, worksheets, boomwhackers, Orff, and classroom instruments.

## **HEALTH/PHYSICAL EDUCATION**

Health education classes will help students learn to choose the behaviors that protect, promote and maintain health and avoid high-risk behaviors.

Physical education classes will develop the skills, knowledge, attitudes, and behaviors that lead to physically active, healthy lifestyles in young people.

## **KEYBOARDING**

Students will explore the world of computers through hands-on activities. They will begin the year by learning proper computer terminology, care, and safety guidelines. They will then work on keyboarding skills, including posture and touch-typing. Once students have a grasp of basic keyboarding skills they will have the opportunity to create products using Microsoft Word, Excel, and PowerPoint. Students will also have time on the Internet to learn how to use it as an effective research tool. They will learn to navigate various web sites, as well as how to filter information found. These skills will help them learn to filter information found on the web and promote web safety.

## **MATHEMATICS**

The Conewago Valley Intermediate School mathematics curriculum focuses on the assessment anchors as they connect to the Pennsylvania Department of Education mathematics standards with a tightened focus on what is being assessed. There is a clear vertical alignment with our mathematics curriculum, the assessment anchors, and the state standards that will help students understand what is expected from grade level to grade level. Students will be required to know how to reason and problem solve as well as be responsible for the content areas, which include numbers and operations, measurement, geometry, algebraic concepts, and data analysis and probability.

## **ORCHESTRA**

Any student who wishes to play an orchestra instrument (violin, viola, cello, or string bass) will begin lessons in grade 4 near the start of the school year. Besides playing in small groups at lessons, the 4<sup>th</sup> grade string players will participate in the Orchestra Festival held near the end of the school year.

The 5<sup>th</sup> and 6<sup>th</sup> grade orchestra students will continue lessons that reinforce basic concepts such as tone quality, music reading, and intonation. In addition to small group lessons, they will rehearse several times per week as a performing ensemble. The 5<sup>th</sup> and 6<sup>th</sup> grade orchestra will perform in both the Christmas Concert and the Orchestra Festival.

## **READING STRATEGIES**

The goal of the Reading Strategies class is to motivate students to read. Students learn about different genre, why reading is important, and how to use reading strategies. During class students listen to a read-aloud, practice reading fluently, and have time to select and read a book from the classroom library.

## **SCIENCE**

The 4-6 Science Program is taught through a hands-on approach. Students learn the science content through skills and processes. They will experience the content from chemistry, biology, physics, geology, meteorology, and environmental disciplines. The scientific method is also incorporated throughout these disciplines in a lab setting.

## **SEMINAR**

The gifted program is designed for students who qualify based on standards established by the Pennsylvania Department of Education. In cooperation with the regular education teacher a schedule will be designed to meet the needs of each child in the program in order to enrich students with activities that are academically challenging.

## **SOCIAL STUDIES**

The 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade social studies classes incorporate both national and state social studies standards by balancing a hands-on, activity-based approach with the reading of nonfiction text in order to gain information.

The 4<sup>th</sup> grade students investigate the five themes of geography and the relationship of those themes to the geographic regions and economics of the United States.

Building upon the information acquired in 4<sup>th</sup> grade social studies, 5<sup>th</sup> grade students apply their knowledge of the U.S. regions and economics to the history of the United States beginning with the first Americans until the early 1800s. Included in this study is the examination of the United States government and its origin.

Expanding their studies globally, students in 6<sup>th</sup> grade delve into the civilizations of the past. Beginning with the first civilizations in the Fertile Crescent to Europe in the Middle Ages, students once again apply their knowledge of economics and the five themes of geography to learning about the governments and history of the ancient world and medieval times.