

Student & Parent Handbook

Conewago Township Elementary New Oxford Elementary

2018-2019

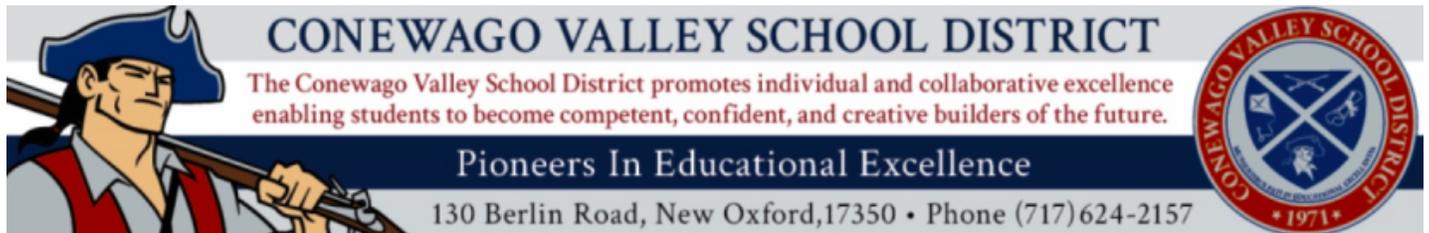


Table of Contents

Conewago Valley School District Board of Directors	5
District Administration Office	6
K-3 Buildings Administration	6
Office Hours and Phone Numbers	6
Student Arrival Time and School Hours	6
Breakfast Time	6
Letter to Parents	7
Rules for K-3 Elementary Schools	8
Campus Rules	8
Bus Riding Rules	8
Cafeteria Rules	8
Hallway Rules	8
Playground Rules	8
Acknowledgement of Rules and Handbook	8
Attendance	9
Absences	9
Total Attendance Notifications	10
Pre-arranged Absences	10
Absence and Tardiness Excuse Forms	11
Withdrawals	11
Bicycle Rules	11
Chewing Gum	12
Child Online Privacy Protection Act (COPPA) Compliance	12
Closing of School	12
Clothing	12
Dangerous Toys	13
Discrimination	14
Dress and Grooming	14
Electronic Devices	14

Emergency Drills	14
Gift Policy	15
Homebound Instruction	15
Homelessness- Who Is Considered Homeless?	15
Homework Policy	15
Policy	15
Assignments	15
Reading	16
Insurance	16
Kindergarten or First Grade Entrance	16
Library	16
Lost and Found	16
Money to School	17
Monitoring of Student School Accounts- BARK	17
Parental Custodial Rights	17
Party Invitations	17
Pest Management	18
Pets	18
Pictures	18
Progress Reports and Conferences	18
Promotion and Retention	18
Pupil Records	19
Recess and Lunch	19
School Health Services	19
Policies	19
Prevention	20
Required Immunizations	20
Treatment	21
Illness	21
Communicable Diseases	21
Chicken pox	21
Scabies	21

Head Lice Policy and Procedures for Grades K-6	21
Administration of Medication	22
Handling and Storage of Medications in the School	22
Administration of Medications During School Hours	22
School Lunches	22
School Supplies	23
Skyward (Student Information System)	23
Special Services	23
Student Behavior and Responsibilities	23
Policy	24
School-wide Discipline Plan	24
Office Referrals	24
Core Essentials	24
Core Essential Tickets	24
Core Essential Ticket Rewards	24
Alternative Behavior and Academic Actions	24
Student Rights And Responsibilities	25
Policy Adopted by Board of School Directors	25
Regulations and Guidelines on Student Rights and Responsibilities	25
Terroristic Threats	27
Testing	27
Tips for Parents	27
Physical Needs	27
Emotional Needs	28
Out-of-School Activities	28
Homework	28
Health and Sleep	28
Tobacco Products/Smoking	28
Transportation	29
School Buses	29
Rules	29
Bus Disciplinary Conduct Reports	29
1st warning	29
2nd warning	29
3rd warning	29
Waiting For the Bus	29

Boarding the Bus	29
Evacuation Drills	30
Getting Off the Bus	30
Transportation Change	30
Car Riders and Office Pick Up	30
Visitors	30
Weapons Policy	30

Conewago Valley School District Board of Directors

Keith Mummert - President
Edward Groft - Vice President
Linda Buffenmyer - Treasurer
Michael Buckley
Jenene Conrad
Luke Crabill
Eric Flickinger
William Huffman
Jeffrey Kindschuh

Stock & Leader/Brooke Say - Solicitor
Lori Duncan - Secretary (non voting member)

District Administration Office

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

Dr. Russell Greenholt, Superintendent
Dr. Christopher Rudisill, Assistant Superintendent
Dr. Karen Sipe, Director of Educational Programs
Dr. Janet Trimmer, Supervisor of Special Ed.
Bobbi Bican, Transportation Director
Lori Duncan, Business Manager/Board Secretary
Lauri Beans, Secretary to the Superintendent
Chris Kindschuch, Secretary to Business Manager
Criselda Pfaff, Receptionist
Patricia Stambaugh, Special Education Secretary

Joni Swope, HR Coordinator
Doug Epley, Network Administrator
Ashley Ort, Assistant Business Manager
Ashley Greenholt, Food Service Director
Donna Smith, Administrative Assistant

K-3 Buildings Administration

Dr. Lawrence Sanders, Conewago Township Elementary Principal
Ms. Misti Wildasin, New Oxford Elementary Principal
Dr. Bryan Watkins, CTE & NOE Assistant Principal

Office Hours and Phone Numbers

Conewago Township Elementary	7:30 a.m. – 4:00 p.m.	624-2157, ext. 8004 or 8005
New Oxford Elementary	7:30 a.m. – 4:00 p.m.	624-2157, ext. 7004 or 7005

Student Arrival Time and School Hours

Student Arrival Time: 8:30 am - 8:44 am School Hours: 8:45 a.m. – 3:15 p.m.

Breakfast Time

K-3 Breakfast Time: 8:25 am – 8:40 am

Letter to Parents

Dear Parents,

We believe that the elementary school educational experience is a designed sequence of school activities. These activities are designed to educate children, to develop within them an appreciation of self-governing values and skills in the application of independent practices, and to help them become worthwhile members of the community. This arrangement is implemented by a school community, which includes parents, children, school staff, and all other citizens of the community. These groups work together toward the educational needs of every child with the resources available.

The Conewago Township Elementary School's Parent & Teacher Organization (PTO) usually meets on the first Thursday of each month at 6:30 p.m. New Oxford Elementary School's Parent & Teacher Organization (PTO) usually meets on the first Monday of each month at 6:30 p.m. PTO meetings are usually held within the school libraries. Childcare is often provided. Please consider attending to see how you can help support the elementary schools.

The elementary schools operate on a four day (A, B, C, & D) schedule. This schedule allows for students to participate in special classes such as art, computer programs, keyboarding, library, music, and physical education.

Volunteers are welcome in the elementary buildings. With proper clearances, a completed Volunteer Application, and School Board approval; anyone may volunteer in a capacity of ways. Please contact classroom teachers or the office if you wish to volunteer. Volunteer forms can be obtained on the district webpage under the "Community" tab.

Parent/Teacher conferences are planned at least twice a year. Parents are strongly encouraged to attend conferences and have open communication with teachers and school personnel throughout the year.

The student information system, Skyward, is an online resource for parents to stay informed about academics, attendance, medical information, emergency contacts, lunch accounts, etc. Parents are strongly encouraged to update student accounts throughout the school year and to add the mobile app to their electronic devices. Skyward Access can be found on the district webpage under the "Parents" tab.

Please take some time to review the K-3 Student & Parent Handbook and discuss the Rules for K-3 Elementary Schools with your child. We look forward to a great year working together.

Sincerely,

Dr. Larry Sanders,
Conewago Township Elementary Principal

Ms. Misti Wildasin,
New Oxford Elementary Principal

Dr. Bryan Watkins,
Conewago Township Elementary & New Oxford Elementary Assistant Principal

Rules for K-3 Elementary Schools

Dear Parents,

Below are some rules K-3 students are to follow during the school year. We would appreciate your help in taking a moment to discuss these rules with your child. After talking about the meaning of each of these rules, parents review the rest of the handbook, sign this letter, have your child sign this letter, and return it to his/her classroom teacher. It is our hope that together we can keep our children safe. Thank you for your help.

Campus Rules

These two rules apply to every area of the elementary campus, field trips, and school provided transportation.

1. Practice The Big Three
 - Treat Others Right
 - Make Smart Decisions
 - Maximize Your Potential
2. Routinely demonstrate the Core Essentials Values

Bus Riding Rules

1. Stay seated with bottoms to the bottom of the seat and backs to the back of the seat
2. Keep hands, feet, and all body parts to yourself
3. Use inside voices

Cafeteria Rules

1. Listen to cafeteria staff, aides, and teachers
2. Walk quietly
3. Sit in your assigned area
4. Eat your own lunch
5. Keep your hands and feet to yourself

Hallway Rules

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

Playground Rules

1. Respectfully listen to aides and teachers
2. Report damaged equipment
Equipment/Game Specific Rules:
 - Slides- Use the ladder, slide sitting, and feet first
 - Swings/Merry-go-rounds- Sit on bottoms and exit swing/merry-go-round after completely stopped
 - Monkey bars and maypoles- Hanging only
 - Contact Games- Shadow tagging and light touching

Acknowledgement of Rules and Handbook

I have read this letter, reviewed the handbook, and studied the school rules with my child.

Child's Signature

Date

Parent's Signature

Date

Handbook

Attendance

Attendance standards are necessary in order for students to take full advantage of the educational opportunities available to them. The Pennsylvania School Code and the Conewago Valley School District policy require regular daily attendance. As per policy 204, Attendance, the Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness, including if a student is sent home from school for health-related reasons
2. Quarantine
3. Required court attendance
4. Death in family
5. Impassable roads
6. Participation in project sponsored statewide or countywide events such as 4-H, FFA, etc. (upon prior written request)
7. Observance of a religious holiday observed by bona fide religious group (upon prior written request)
8. Non School-sponsored educational tours or trips (following that the outlined conditions are met)
9. College or postsecondary institution visit (upon prior written request)

Absences

Compulsory attendance laws require that a written statement signed by a parent/guardian be submitted to the school for every absence. "Absence or Tardiness Excuse Forms" are located on the school district website. Should a student be absent from school, parents/guardians are asked to complete the Absence or Tardiness Excuse Form and have the child submit it to his/her homeroom teacher at the beginning of the school day. Parents are ultimately responsible for the attendance of elementary students; therefore parents have the right to drop Absence or Tardiness Excuse Forms off at the elementary school office. After five (5) days without a written excuse being received in the office, the absent day may become an unlawful (unexcused) absence. If absence due to illness extends three (3) days or longer, or if attendance is irregular, school officials may require a physician's statement showing such absence to be justifiable. This authority is to be used only when warranted by the specifics of each case. Students who are absent from school are not permitted to attend evening activities on the Conewago Valley School District campus 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.

Below is a chart explaining unexcused attendance issues and recommended actions administration may take to comply with compulsory attendance laws.

Attendance Issue	Recommended Action
1 st Unexcused Absence	Skyward Notification
2 nd Unexcused Absence	PFW – Pre-fine Warning Letter
3 rd Unexcused Absence	FWL – Fine Warning Letter*
4 th Unexcused Absence	AIP – Attendance Improvement Plan Invitation*

6 th Unexcused Absence	F1 – Fine Letter* and notification to Children & Youth
10 th Unexcused Absence	F2 – Fine Letter* and referral to Children & Youth
15 th Unexcused Absence	F3 – Fine Letter* and attendance summary to Children & Youth
20 th Unexcused Absence	F4 – Fine Letter* and attendance summary to Children & Youth
25 th and subsequent Unexcused Absences	F5 – Fine Letter* and attendance summary to Children & Youth

* = certified

Total Attendance Notifications

Parents of students who are excessively absent (excused and unexcused) from school will be notified by letter that the school is concerned about the total accumulation of their child’s absences. This letter is called, “Doctor Warning Letter.” If attendance does not improve, parents/guardians will be notified again through a “Doctor Note Required Letter.” This letter requires every absence missed from school thereafter to be accompanied by doctor’s verification of illness. Failure to produce the required doctor’s excuse will result in the absence/tardy/dismissal being recorded as unlawful.

Below is a chart explaining total attendance (excused and unexcused absences) issues and recommended actions administration may take.

Attendance Issue	Recommended Action
Total Absences reach 14 school days	DWL—Doctor Warning Letter
Total Absences reach 18 school days	DNR—Doctor Note Required Letter (Physician Communication Form)*

* = certified

Pre-arranged Absences

Learning is an experience that is not limited to the confines of a school building. Travel or other activities of an educational nature will be considered excused if properly planned and carried out. It is understood that the student who is away for an educational trip is responsible for all classwork, homework, projects, test/exams and activities missed during the days of absence. Educational Trips are strongly discouraged during the first and last weeks of school, and during any of the PSSA testing days. Educational travel is not to exceed ten (10) days during the school year, and students can only submit a Pre-arranged Absence Form two different times during one school year. A student on a trip that leaves United States soil and continues beyond ten (10) school days will require withdrawal from school and readmission upon return.

To qualify for excused educational leave:

1. A Pre-arranged Absence Form must be requested from the office and returned a minimum of two (2) days in advance of the planned absence(s).
2. The student must have an attendance rate of 90% or better at the time of request.
3. The student must be passing all classes at the time of request.

Pre-arranged absence forms may be downloaded from the district website or picked up in the elementary offices. Pre-arranged absences, which have not been approved, will be considered unlawful (unexcused) absences from school.

Absence and Tardiness Excuse Forms

Below are absence and tardiness excuse forms that may be used when students return to school after an absence.

Conewago Valley School District Absence and Tardiness Excuse
Name _____
Grade/Homeroom _____
Date(s) of Absence or Tardiness _____
Reason for Absence or Tardiness _____

Signature of Parent/Guardian _____
Conewago Valley School District Absence and Tardiness Excuse
Name _____
Grade/Homeroom _____
Date(s) of Absence or Tardiness _____
Reason for Absence or Tardiness _____

Signature of Parent/Guardian _____

Withdrawals

Parents moving from the school district and wishing to withdraw their children from school should complete a withdrawal form in the school office. Without students properly withdrawn from school, illegal (unexcused) absences would occur. The principal of the new school will contact us for the pupil's records.

Bicycle Rules

Students may ride their bicycles to and from school providing they observe all traffic and safety regulations of the state and school. Students need to provide written permission from a parent per School Board policy 223, Use of Bicycles and Motor Vehicles, to building administration to ride a bike to school.

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

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

Chewing Gum

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

Child Online Privacy Protection Act (COPPA) Compliance

The Conewago Valley School District follows COPPA compliance. COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. A list of all sites that are available to your student as part of their education within the Conewago Valley School District is provided on the district website. This list can be found under the Department tab and within the technology departments information. This list will be updated at the end of the first semester and the end of each school year. Please check it regularly. After reviewing the list, if there are sites you would prefer your student not access, please submit in writing your request to prohibit your student’s use to the building principal. If you have any questions about this, please contact Dr. Sipe at 717-624-2157 x 1007.

Closing of School

Whenever school will not be open or closing early, because of an emergency such as bad weather or closed roads, it will be communicated through the district website, Skylert (School Messenger), and announced over local radio and television stations.

Clothing

When you consider the fact that we have so many children in school, you will readily see what a problem it is to see that all caps, coats, boots, mittens, etc., are always in the proper possession. It will help immensely if you mark each item of clothing, which your child removes in school with the child's name. Teaching your child how to use the loops in coats and sweaters and strings in mittens help to keep clothes in order on hooks and give children training for hanging up their clothes.

Dangerous Toys

It is often hard for children to understand why they cannot bring certain toys to school which they are accustomed to playing with at home; such as play guns, 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 he does not bring dangerous playthings to school. For the protection of all children, such items will be taken from the child and kept until the end of the school year.

Discrimination

The Conewago Valley School District does not discriminate in its educational programs, activities, or employment practices based on race, color, religious creed, age, gender, national origin, disability, or any other legally protected category. Announcement of this policy is in accordance with State and Federal Laws, including Title VII, Title IX, Section 504, ADEA, and ADA. The Assistant Superintendent has been designated as the person handling inquiries regarding the non-discrimination policies of the district and may be contacted at 717-624-2157.

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

Dress and Grooming

The School Board recognizes each student's mode of dress is a manifestation of personal style and individual preference in policy 221, Dress and Grooming. The following is recommended:

1. Elementary children should come to school properly dressed according to the weather
2. Comfortable as to be prepared to learn
3. Students should be clean, as to not be a distraction to themselves or others' learning
4. Clothing that advertises or promotes the use of alcohol, tobacco, drugs or suggestive language may not be worn.
5. Discourage any type of dress that might prove to be embarrassing to your child and/or school.
6. Clothing that exposes areas of the body that are private (could be covered with a bathing suit) may not be worn
7. Clothing that might prove to be unsafe (sandals, flip flops, Heelys, etc.) may not be worn

Electronic Devices

All electronic devices brought to school must be immediately turned off and kept in students' backpacks through the end of the school day. This includes cell phones, tablets, games, etc., and should only come to school for emergency reasons or at a teacher's request. The Conewago Valley School District is not responsible for the safety of these items; they are brought to school at the risk of the student. The expectations and guidelines of the Student Acceptable Use Policy will apply to electronic devices. For a complete copy of the Student AUP check the district website, www.conewago.k12.pa.us.

Emergency Drills

In the event of a real emergency, it is best to be prepared through practice. In order to keep pupils and teachers familiar with emergency evacuation procedures; fire drills, severe weather drills, ALICE drills, and bus evacuation drills will be held at regular intervals throughout the school year.

Gift Policy

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

Homebound Instruction

In order to be eligible for homebound instruction a pupil must be absent from school for 10 consecutive school days. The building principal is responsible for reviewing the situation and determining the need for this service.

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

Homelessness- Who Is Considered Homeless?

Under the McKinney-Vento Act, the term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence. Contact Dr. Karen Sipe, District Liaison, if you have any questions regarding homelessness at 717-624-2157, ext. 1007 or sipek@cvcolonials.org.

Homework Policy

Policy

School Board Policy 130 states that the purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Broaden areas of interest through enrichment.
3. Provide opportunities for parents/guardians to know what their child is studying.
4. Encourage parent/guardian and child interaction.

Assignments

Homework is an important part of the educational process for all students. Students are expected to complete assignments in a neat and legible fashion to the best of their abilities. Parents are encouraged to offer assistance when needed. Parents should also encourage their children to complete, in a timely manner, all assignments missed because of absences. All students will be expected to complete all homework assignments in the time allowed or to make arrangements with the teacher to make up assignments in the case of absence. A minimum amount of homework which is age and grade level appropriate is assigned in the primary grades. In kindergarten and first grade, homework assignments usually will not exceed 30 minutes per day and in second and third grades, homework assignments usually will not exceed 45 minutes per day. The time limits listed are typical of average students. It could take more or less time to complete homework on any given night.

Reading

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

Insurance

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

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

School Board policy 211, Student Accident Insurance outlines this in more detail.

Kindergarten or First Grade Entrance

Admission of kindergarten and first grade students shall follow the guidelines outlined in School Board Policies 200, Enrollment of Students, and 201, Admission of Students.

A child is eligible for admission to kindergarten if s/he has attained the age of five years no months before the first day of the school term. A child is eligible for admission to first grade if s/he has attained the age of six years no months before the first day of the school term.

Parents considering early enrollment for a child should carefully review the procedures, timelines, and age requirements outlined in these policies.

Library

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

Lost and Found

We have a box in the office of lost clothing and articles. If your child loses wearing apparel or other items, encourage him to look in the "Lost and Found" box or check the office. Parents are invited to examine the box for lost clothing at any time. Items not claimed by the end of the school year will be donated to charity.

Money to School

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

Monitoring of Student School Accounts- BARK

The Conewago Valley School District utilizes Bark which is a tool to monitor the students Google accounts. The monitoring includes Gmail, Drive and Docs, and Google Chrome. All online activity is continually monitored to assure that students are using technology in a safe and appropriate manner. Bark will recognize and track any terms and searches that may be associated with violence, profanity, pornography, bullying, depression, suicide, and sexual content. Bark will notify the tech department of possible inappropriate activity. Students will be individually addressed when it has been determined they have violated the districts Acceptable Use Policy. It is felt that as we move further into our Road to Relevance initiative it is important that we develop students digital citizenship skills and that we have a way of monitoring and assessing this digital online development.

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

Parental Custodial Rights

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

Party Invitations

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

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

We would appreciate your cooperation in adhering to this practice.

Pest Management

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

Pets

The presence of pets in a classroom can cause a distracting class situation. All parents should check with the teacher before allowing their child's pet to come to school. Parents must transport pets to and from school—pets are not allowed on school buses.

Pictures

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

Progress Reports and Conferences

There are three marking periods during the school year, each one consisting of twelve weeks. Progress reports are available through Skyward. Parents are encouraged to frequently check progress reports.

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

Promotion and Retention

Students are placed in the educational setting most appropriate to their needs. School Board policy 215, Promotion and Retention addresses the guidelines that consider the emotional, social, physical and educational development of students.

Pupil Records

The Conewago Valley School District maintains education records on each student such as grades, standardized scores, etc., that are necessary in developing the student's educational program. Parental permission will be obtained for any psychological or psychiatric testing. The Conewago Valley School Board has authorized that all testing done by school officials in the classroom is part of the educational program.

Each eligible student or parent has the right to inspect and review the student's education records and to request the correction of any errors, as set forth in the Conewago Valley School District Pupil Records Policy, by contacting the building principal.

The Conewago Valley School District may release "Directory Information" (student's name, address, height, weight, etc.). However, an eligible student or parent of a student has the right to refuse disclosure of this information by giving written notification to the building principal.

All other information in the student's education records will not be revealed to any persons except as specifically provided in the Pupil Records Policy. A copy of this policy may be obtained from the principal's office.

Recess and Lunch

All pupils are encouraged to participate in play activities. It is at this time they are supervised by instructional aides who have been authorized to discipline and direct this activity period. Students who repeatedly misbehave will be disciplined.

Students may choose to buy a school lunch or pack a lunch. Milk is also available for purchase by students wishing to pack their lunch. Packed lunches should consist of a balanced meal containing proteins, whole grains, fruits, and vegetables.

School Health Services

Policies

For more details, parents are encouraged to review the guidelines within School Board policies:

- 203, Immunizations and Communicable Diseases
- 203.1, HIV Infection
- 209, Health Examinations/Screenings
- 209.1, Food Allergy Management
- 209.2, Diabetes Management
- 209.3, Head Lice
- 210, Medications
- 210.1, Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

Prevention

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

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

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

Required Immunizations

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

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

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

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

***Usually given as MMR

Treatment

Illness

If your child complains of headache, stomach ache, 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/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 and take your child home or meet us in the Emergency Room at the hospital. If your child has been vomiting or has diarrhea the evening prior to a school day, do not send them to school until they no longer have these symptoms for 24 hours. If your child has been running a fever, they cannot return to school until they remain fever free for 24 hours without medication. When in doubt, contact the school nurse.

Communicable Diseases

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

Chicken pox

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

Scabies

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

Head Lice Policy and Procedures for Grades K-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.

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.

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.

Administration of 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 Medications in the School

We prefer that:

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

Administration of Medications During School Hours

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

School Lunches

Our cafeteria Point-of-Sales System allows students to pay for their lunches with a prepaid debit account. Instead of carrying cash, students enter their own personal identification number and the cost is deducted from their pre-paid account.

Reduced price and free lunches are available to all eligible pupils. Please contact the school office for details and application form. On the rare occasion that a student may forget his/her lunch money, a charge will be issued. A charge should be paid on the next school day. There is a maximum of negative \$10.00 allowed on a child's lunch account before an alternate lunch is substituted in place of the advertised school menu.

**The full lunch charge is subject to change before the opening of school.*

School Supplies

School Board Policy 110 states- The Board shall supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved educational program. Additionally, grade levels and teachers may give recommended supply lists for students. These donated items are always appreciated. Supply lists may be posted on the district website or provided by teachers.

It is understood that materials supplied by the school remain the property of the school district and that the child is entitled only to normal use and wear. The pupil must pay for books that are defaced or lost and other supplies that are wasted. The charge is according to damage done, but not to exceed the cost of a replacement as in the case of a lost book.

Skyward (Student Information System)

Parents may utilize the Skyward student information system to:

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

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

Special Services

The District provides a free appropriate public education to all exceptional students determined to be in need of "specially designed instruction". These services may be provided solely by the district or in conjunction with the Lincoln Intermediate Unit. 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.

Services available include: Autistic Support, Emotional Support, Gifted, Deaf and Hard of Hearing, Learning Support, Life Skills Support, Neurologically Impaired, Physically Handicapped, Pervasive Developmental Disorder, Speech and Language Impaired, and Visually Impaired.

Other services available to students include Title I Reading, Instructional Support, and English as a Second Language.

Student Behavior and Responsibilities

The following list is presented so that parents can be aware of our goals and cooperate with us to give all students the positive self-discipline to succeed. Students who have self-discipline take advantage of their

individual opportunities and help create a positive learning situation for themselves and their classmates. Students will generally respect and obey a parent or teacher who has set standards and enforces them fairly and consistently. With this in mind we list the following explanation and guidelines and look forward to your full cooperation in helping us make them work. In order that you know what is happening in regard to your son's or daughter's behavior at school, the following discipline plans have been put in place.

Policy

School Board policy 218, Student Discipline outlines the purpose, authority, and delegation of authority guidelines involving student behavior to ensure a safe and orderly school environment.

School Board policy 247, Hazing outlines the purpose, definitions, authority, delegation of responsibility, guidelines, complaint procedure, and consequences for violations to maintain a safe, positive environment for students and staff.

School-wide Discipline Plan

Implemented in every K-3 classroom is a school-wide positive reinforcement system and a progressive four card leveled discipline system:

- Green.....Start/Great Day
- Yellow.....Warning
- Orange.....Loss of some of a Preferred Activity and a note/call home
- Red.....Loss of Preferred Activity, possible office visit, call home from teacher/administrator, other disciplinary actions

Office Referrals

Students will automatically “flip” to red and be referred to the office for the following violations:

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

Core Essentials

Each month a new value will be introduced to students. Daily messages will be read over morning announcements that try to explain the value through examples. Assemblies and other programs may be used to kick off each new value.

Core Essential Tickets

Teachers and staff may award students with core essential tickets for displaying behavior that goes above and beyond expected levels of behavior. Core Essential ticket baskets have been strategically placed throughout the school for convenience to immediately recognize positive behavior in the cafeteria, hallways, and at recess. Teachers and bus drivers have also been provided with Core Essential tickets. Teachers should have a container in their classroom where students can place their filled out tickets. Tickets are allowed to accumulate.

Core Essential Ticket Rewards

Random weekly and monthly rewards will be given to students from the pledge tickets.

Alternative Behavior and Academic Actions

Every student has different needs. Some students struggle with following school rules in different settings. Some students who perform well in a structured classroom setting experience difficulties on the bus, playground,

cafeteria, or hallways. In these circumstances, alternative actions may be needed to ensure the safety of all students. In collaboration with parents, support staff, and teachers, administrators may make recommendations to help improve student success. The following list includes a few examples of alternative actions/strategies:

- Assigned Seat
- Behavior Log
- Bus Log
- CheckIn/Out
- More frequent communication
- Psychological evaluation referral
- Reflective Journal
- Smarty Card
- Sticker Chart
- Threat Assessment
- 504 Plan referral

Student Rights And Responsibilities

Policy Adopted by Board of School Directors

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 Rights 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. Students 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(c) of 22 PA Code Chapter 12 and such offenses would 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.

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 126+.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.

Terroristic Threats

School Board Policy 218.2, Terroristic Threats addresses the safety and welfare of district students, staff, and community. Students are prohibited from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district. Appropriate action as outlined in the policy will be followed.

Testing

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

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

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

Tips for Parents

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

Physical Needs

1. Be sure your child gets enough rest.
2. Give him/her a substantial breakfast before he/she comes to school.
3. Be sure that he/she gets up early enough each morning that he/she does not have to rush. Children often forget assignments and books when they are late and must hurry.

4. See that he/she gets an annual physical examination and follow through with any suggestions your physician makes.
5. See that he/she is dressed properly for the outdoor weather.

Emotional Needs

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

Out-of-School Activities

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

Homework

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

Health and Sleep

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

Tobacco Products/Smoking

School Board Policy 222, Tobacco prohibits possession, use or sale of tobacco by students at any time in a school building and on the property, buses, vans, and vehicles that are owned, leased or controlled by the school district.

The Conewago Valley School District is a tobacco free campus.

Students are prohibited from smoking or possessing tobacco in any form on school property, including sidewalks and parking areas. The possession and use of tobacco products and "look-a-like" tobacco products is prohibited on school property.

The Pennsylvania State Law permits the school to charge a student before the magistrate for violation of this policy, which includes a fine and often disciplinary action from the school.

Transportation

School Buses

Rules

Exercise caution, good manners and consideration for other people. Obey the driver. His first concern is for your safety.

Follow these three rules at all times:

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

Bus Disciplinary Conduct Reports

Warning	Action
1st warning	Report seen by the principal and kept in the Transportation Office
2nd warning	Report seen by the principal, warning letter sent home or phone call, and copies kept in the Transportation Office
3rd warning	Report seen by the principal, student loses bus privileges, letter sent home or phone call, and copies kept in the Transportation Office

However, due to the severity of the behavior, the above steps may be varied.

At any time the Transportation Director or principal, may speak to the student regarding his/her behavior on the school bus. Buses may have surveillance videos on board, which may be used for investigative or disciplinary purposes.

Waiting For the Bus

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

Boarding the Bus

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

Evacuation Drills

Two times during the school year, bus evacuation drills will be held. Pupils will receive instructions from the driver regarding safe procedures.

Getting Off the Bus

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

Transportation Change

Our policy states that a student may only have one consistent pick-up and one consistent drop-off location. However, occasionally it is important for a student to ride a different bus home from school. In these circumstances the following procedures should be followed:

If a student is going home with another student:

1. Both students must have a note signed from their respective parent(s).
2. The bus pass will be issued to the student new to the bus.

If a student is going home to a different location:

1. The student must have a note signed by his/her parent.
2. The bus pass will be issued from the office. Students are required to give the pass to the bus driver when boarding the bus in the afternoon. No student will be allowed to board the bus without the pass. Building offices will keep the notes for reference if needed.

Car Riders and Office Pick Up

Students who are going to be picked up by car or in the office should provide a note to the teacher in the morning upon arrival to school. Parents may also drop off a written note to the office in the morning. Transportation changes by phone are highly discouraged. Students without written transportation changes will have to go home their normal method.

Visitors

All building doors are locked during school hours. Visitors need to enter the school by the lobby doors. All visitors to the building must report to the office to obtain a "Visitors" badge. Any person seen in the building without a badge will be directed to the office.

To ensure the safety of our students, parents with questions or concerns in the morning should contact teachers and set up an appointment. Parents will not be allowed to visit classrooms during student arrival. This will respect teachers' planning and meeting times as well as allow them to prepare students for the school day.

Urgent matters that require immediate attention may be directed to the building administration. This change is focused on the safety of our children and in no way diminishes the respect we have for open communication between the faculty and our students' parents / guardians.

Weapons Policy

School Board Policy 218.1, Weapons states the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. More details outlining guidelines can be found within the policy.