

CUMBERLAND VALLEY SCHOOL DISTRICT

Elementary Parent Handbook



CUMBERLAND VALLEY
SCHOOL DISTRICT

2017 – 2018

Cumberland Valley School District

6746 Carlisle Pike
Mechanicsburg, PA 17050

August 2017

Dear Parent or Guardian,

The Elementary Administrative Team would like to take this opportunity to wish students and their families a successful 2017-18 school year. We hope this handbook provides you with useful information about our elementary program and our school district. Your individual elementary school will keep you up-to-date through teacher websites, school newsletters, and parent fliers. We also encourage all parents to sign up for **CV E-news, which is used to effectively and efficiently communicate both emergency and non-emergency news of both the district and individual schools.** Visit www.cvschools.org to register for this service.

Should you have questions about our program, do not hesitate to contact your child’s teacher, the school counselor or the building principal.

Sincerely,

The Elementary Administrative Team:

Green Ridge -	Mrs. Amy Lena
Hampden -	Mrs. Connie Henry
Middlesex -	Mrs. Stephanie Eldridge
Monroe -	Mrs. Megan Ward
Shaul -	Mrs. Deana Raymer
Silver Spring -	Dr. Tony Parks
Sporting Hill -	Mrs. Dayl Lynn Shaddock
Winding Creek -	Mr. Chad Runkle
District Office -	Dr. Patty Hillery, Assistant Superintendent

Special Note: Many of the rules and regulations included in the handbook directly reflect current CV School Board Policy. The Cumberland Valley Board of School Directors review, revise and develop policies on a regular basis. Once approved, policy changes supersede those noted in the district calendar and building handbooks. All policies are posted on the district website at www.cvschools.org.

INTRODUCTION

The Mission Statement, Values and Beliefs presented below were created by the Cumberland Valley School District's Strategic Planning Steering Committee during the 2015-2016 school year. These philosophy statements are not an attempt to state how things are, but rather are intended to give impetus and direction toward meeting the needs of all children who attend the schools of this District now and in the future.

Our Vision: "Soaring to Greatness, Committed to Excellence"

Our Mission: The Cumberland Valley School District, in collaboration with students, educators, parents and the community, is committed to developing 21st century learning and thinking skills through a rigorous, relevant, and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world.

District Shared Values Often collectively referred to as the "Cumberland Valley Way" our shared values represent a culture that draws and binds citizenry together. They foster a strong sense of commitment, pride, and accomplishment and create feelings of connectedness and loyalty. They are outwardly demonstrated by a strong desire to serve all students with distinction and are sustained in well-maintained buildings and on grounds that serve as the hub of our communities. Our shared values represent who we are, what we believe, how we act. They are reinforced by the well-noted success of our students and the Cumberland Valley School District as a whole. They help attract and retain families who believe in the value of an outstanding public education for their children to CV, they add to the quality of life in Central Pennsylvania, and they are what makes us unique. Our shared values are best represented in our belief statements.

District Belief Statements:

In the Cumberland Valley School District we believe that every school should be a place where:

- all students have equitable access to a rigorous curriculum, educational experiences, and opportunities to learn.
- all students feel physically and emotionally safe.
- all students are excited to get to school each day.
- all students are intellectually curious and actively engaged.
- all students are willing to ask for help and support.
- every student expects to succeed and every adult expects them to do so.
- all teachers, staff, and most of all students are finding learning to be meaningful, challenging, and joyous.
- every adult is wanting to connect with and positively impact the life of every student.
- individual differences among students are regularly celebrated and all students being recognized for their unique strengths, assets and contributions.
- all academic, developmental, artistic, agricultural, military, athletic, and extra-curricular programs serve students with distinction.
- technology is leveraged to make teaching and learning personal and relevant.
- like a village green, the community proudly gathers (physically and digitally) to interact, share resources, celebrate, play, learn, and feel part of something larger.
- mutual trust and respect is abundant.
- race/class, gender, (dis)ability, or address do not define students' destinies.
- knowing how to learn is as important as what you know.

ACCEPTABLE USE OF COMPUTER NETWORK (POLICY 815)

Cumberland Valley School District supports use of the Internet, electronic mail (email), and other computer networks in the district's instructional program as an integral part of learning and teaching through interpersonal communications and access to information, research and collaboration.

Electronic information resources include, but are not limited to, Internet Access, Electronic Mail, and Local Network resources.

Use of the computer network shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Students may only use the district network for educational purposes. At the same time, students', employees' and guests' personal technology devices brought onto the school district's property or suspected to contain district information may be legally accessed to ensure compliance with this policy and other district policies to protect district's resources and comply with the law.

Consequences for Inappropriate Use

Use of the district computer is a privilege and not a right. At its sole discretion, the district may restrict any person's access to the computer network. The district reserves the right to remove a user account from the network to prevent further unauthorized activity.

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

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

General rules for behavior and communications apply when using the Internet, electronic mail (email), and other network services, in addition to the stipulations of this policy. Loss of access may result in loss of network access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant school district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies. For students, the Student Code of Conduct shall be applied when necessary and appropriate.

Vandalism to the CVSD computer network will result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes, but is not limited to, uploading or creating computer viruses, unauthorized alteration of computer settings or files, and downloading unauthorized files.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity
- Commercial or for-profit use
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials

- Accessing obscene or pornographic materials
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentionally obtaining or modifying files, passwords, or data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or use of unauthorized games, programs, files, or other electronic media
- Disrupting the work of other users, or attempting to plagiarize
- Destroying modifying, or abusing network hardware and software
- Quoting personal communications in a public forum without the original author's prior consent

ATTENDANCE

Absentee Reporting

1. When a child is absent, the parents/guardians are required to call the school on the morning of the absence and report the absentee's name and grade.
2. School personnel will attempt to contact all homes of children who are absent but have not been reported absent by their parents/guardians.
3. When a child is absent from school, the parent/guardian is responsible for sending a note to school stating the reason for the absence. This should be sent when the child returns to class. **If a note is not received within three (3) days after an absence, the absence will be marked unlawful.**

Regular student attendance is a vital part of every child's education. Because of the importance that daily attendance plays in the educational process of every child, the Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy.

With the PA Legislature's passage of Act 138 (2016), Cumberland Valley's attendance procedures have been modified to reflect changes in PA's truancy laws:

When a student is absent from school, the absence is considered unlawful until the school receives a written excuse from the parent/guardian. After three school days without a written excuse (or acceptable excuse per School District policy), the absence is considered unlawful. The District will send letters indicating an unlawful absence.

If a student accumulates a fourth unlawful absence, the parent will receive a reminder from the district stating the number of unlawful absences and invitation to participate in a School Attendance Improvement Conference (SAIC). The goal of this conference is a partnership between parents, student and school personnel to improve school attendance.

If a student accumulates six unlawful absences, the student is considered habitually truant. At this time the child may be referred to a community or school based program, Cumberland County Children and Youth and/or a truancy citation with the District Magistrate.

Dismissal From School (Appointments & Illness)

Parents must report to the building main office and request the pupil(s) involved. Do not go directly to the classroom.

1. Children shall be released from school only to authorized persons.
2. In case of a child's illness, it shall be determined that the parent or reliable adult is at home before the child is sent home.
3. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the pupil's parent or guardian is necessary.

Upon return to school, students will be required to provide a note from their medical provider.

4. Children shall not be dismissed during school hours for non-school activities such as private music lessons, dance lessons, scouts, etc.

Tardy to School

1. It is a requirement of each student to appear at the school premises at the time assigned for arrival. It is a violation of this policy for a student to arrive at the school premises later than the time assigned for arrival.
2. A student in violation of the Tardy to School Policy will receive an appropriate consequence in accordance with the Table of Discipline.
3. A tardy student shall report directly to the attendance officer (principal in elementary and middle school, attendance office in high school) upon arrival at the school premises.

Transfer

The school laws of Pennsylvania require that accurate records be kept of all pupils in each school. This is possible only with the full cooperation of parents. **Parents must report:** (1) Any **change of address** within the school system and (2) the **date of withdrawal**, if the family is moving from the district.

Withdrawal

When a withdrawal from school is to be effected because of a move from the school District, parents must supply the school with the exact date of withdrawal, their new address, and the name of the school District to be entered. A transfer card will then be issued to the withdrawing pupil(s).

The Compulsory School Attendance Law of Pennsylvania states that when a child enters kindergarten he/she comes under the compulsory attendance laws. **Policy 204** stipulates the following:

Excused Absences

1. Illness
2. Family emergencies
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. Approved student educational trips (two (2) trips not to exceed five (5) school days)
6. Medical documentation will be required for students who acquire ten (10) or more absences during the school year. The policy indicates that pre-approved educational trips and absences for religious holidays or religious instruction (within guidelines) will be considered a lawful absence and be exempt from the 10 days of cumulative absence necessitating a physician's statement.

Unlawful Absences

1. Absences from school with parents' consent for reasons other than those considered excusable.
2. Leaving school during school hours and going directly home without office permission.

ALL UNLAWFUL ABSENCES WILL BE RECORDED AS SUCH WHEN A NOTE IS NOT RECEIVED WITHIN THREE DAYS OF THE ABSENCE AND WILL NOT BE CHANGED TO LAWFUL OR EXCUSED EVEN IF A NOTE (PARENT, PHYSICIAN, OR OTHERWISE) IS RECEIVED AFTER THE THREE-DAY PERIOD.

After an accrued total of three unexcused absences, the student's parents will receive a legal notice from the school district. A fine may be imposed for any day over three instances of illegal absence.

Educational Trips (Policy 204)

Student educational trips. A student will be permitted to take not more than two (2) educational trips per school year, not to exceed a total of five (5) school days, with his/her parents/guardians and receive an excused absence provided parents/guardians comply with program requirements. When an

educational trip is planned which will require a student to be absent from school, an Educational Trip Form should be completed and returned to the office one (1) week prior to the trip. Neglecting to obtain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent. "Take Your Child to Work" program is considered an educational trip for which a form must be completed and pre-approved. Since all students are required to participate in PSSA, and/or Keystone testing and/or mid-term/final exams, educational trips shall not be approved during these testing periods. This restriction also pertains to any other state-mandated testing windows that may arise in the future. As the beginning of the year is a critical for teachers and students to establish a rapport and important understandings about teaching and learning and the end of the year is a critical time for culminating activities and the collection of school resources provided to students.

Educational trips shall only be approved absences during the first or last ten (10) school days, if the following criteria are met:

- The parent/guardian must consult with the student's principal and/or teacher(s) and prepare a written plan outlining how the student will gain important understandings and complete required assignments.
- The parent/guardian's written plan must be attached to the educational trip request submitted one week prior to the trip.
- If applicable, the parent/guardian must ensure all end-of-school year obligations are met such as: returning all texts and school property, payment of library fines and the student must clean out his/her locker or desk.

Failure to meet the criteria will result in the recording of the absences as unexcused.

BOOKS AND SUPPLIES

The District supplies all educational texts and materials. These texts, supplies, etc. are the pupil's responsibility. The pupil will pay for books that are lost or willfully destroyed by the pupil. The cost will be based on the replacement cost of the book.

BULLYING/HARASSMENT/HAZING (Policies 247, 248, 249)

The Board strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of the District to maintain an educational environment in which bullying, harassment, and hazing in any form are not tolerated. Board Policy 249 "Bullying/Cyberbullying" addresses topics to include: bullying prevention, intervention and education programs, a complaint procedure and consequences for violation.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES (Policy 237)

Cumberland Valley's Bring your Own Device ("BYOD") plan does not require students to have a personal Internet-capable device, but rather allows connectivity to the Internet for those who choose to bring a device to school and allows for the use of such devices in classroom settings, when appropriate. Personal Electronic Devices ("PED's) may only be used, during the school day, with the permission of the classroom teacher, under the supervision of the classroom teacher, and only for educational purposes at the discretion of the classroom teacher.

Use of PED's is subject to the restrictions as set forth in School Board Policy 237 as well as any restriction imposed by the individual school.

Students bringing PED's to school, on school grounds or at school sponsored activities assume all responsibility for the security and protection of this personal property from damage, destruction or loss. Violations of policy 237 and school guidelines may result in the confiscation of the PED, as well as possible disciplinary action, including suspension and/or expulsion.

The School District AUP agreement applies to the use of any and all technology on school district property. Students will be able to access the Internet through an open network. (Filtering will remain in place as per the Children’s Internet Protection Act to filter pornography and obscenities).

CHILD PROTECTIVE SERVICES LAW

The PA Child Protective Services Act was signed into law in 1975 and revised in 2015. 23 pieces of legislation were recently enacted, changing how Pennsylvania responds to child abuse. These changes will significantly impact the reporting, investigation, assessment, prosecution and judicial handling of child abuse and neglect cases.

The new laws will expand and further define mandatory reporters and the reporting process, increase penalties for those mandated to report suspected child abuse who fail to do so, and provide protections from employment discrimination for filing a good faith report of child abuse. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development and whenever possible, preserve and stabilize the family.

Child Abuse shall mean intentionally, knowingly or recklessly doing any of the following:

1. Any recent act or failure to act which causes or creates a reasonable likelihood of bodily injury or death to a child.
2. Any act or failure to act or a series of such acts or failures to act which causes or substantially contributes to serious mental injury to a child.
3. Any act or failure to act which causes or creates the likelihood of sexual abuse or exploitation of a child.
4. Any recent act, failure to act, or series of such acts or failures to act which places a child at imminent risk
5. Any act causing serious physical neglect constituting the following:
 - (1) repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
 - (2) the failure to provide a child with adequate essentials of life, including food, shelter or medical care.
6. Engaging in Munchausen by proxy behavior.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Must I Report? Yes! Mandated reporters, by law must report suspected child abuse when they come into contact with children in the course of their employment. Teachers must report when they have reason to suspect, on the basis of medical, professional, or other training and experience, that a child coming before them in their professional or official capacity is an abused child.

Mandated Reporter – include but are not limited to:

1. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
2. A school employee.
3. An employee of a child-care service who has direct contact with children in the course of employment.
4. An individual paid or unpaid, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
5. An individual supervised or managed by a person who has direct contact with children in the course of employment.

6. An independent contractor.

What Should I Do When I Suspect A Child Has Been Abused?

Suspected child abuse procedure is as follows:

Employees who suspect child abuse shall **immediately** make a report to ChildLine via the online Child Welfare portal <https://www.compass.state.pa.us/cwis/public/home>. It is suggested that staff acquire a login from this reporting site at their convenience so that a login exists in the case a report needs to be made. With online reporting, a written report on forms provided by the Department of Public Welfare (Report of Suspected Child Abuse [CY-47]) is not necessary. After making the report, the employee should notify the Principal or Assistant Principal. Employees and administrators may **not** make an independent determination of whether to report.

Alternatively, oral reports made by telephone are permissible. Oral reports of suspected child abuse shall immediately be made by telephone to ChildLine. Oral reports may also be made to the county children and youth agency in the county where the suspected child abuse occurred. Within 48 hours of making an oral report to ChildLine, the employee shall make a written report on forms provided by the Department of Public Welfare (Report of Suspected Child Abuse [CY-47]) to the county children and youth agency in the county where the suspected child abuse occurred. Forms are available in the nurse's office. After making the report, the employee should notify the Principal or Assistant Principal. Employees and administrators may **not** make an independent determination of whether to report.

1. There is no requirement to notify parents. Cumberland Valley is NOT notifying parents.
2. Immunity: A school employee making a report in good faith under the Act is given immunity from any civil or criminal liability that might otherwise arise out of their report. There is a presumption of good faith of their report.

Statewide toll free number (Department of Public Welfare) 24 hours a day [1-800-932-0313](tel:1-800-932-0313).

The written report must be submitted to the following address within 48 hours after the oral report:

Cumberland County Children and Youth Services

Human Services Building - Suite 200

16 West High Street

Carlisle PA 17013-2961

697-0371 Ext. 6120 or 240-6129 (M-F 8:00 - 4:30)

243-4121 or 532-8878 or 238-9676 (After Hours)

CHILD FIND

In compliance with state and federal law, the Cumberland Valley School District is responsible for locating, identifying, and educating school-aged students requiring special programs or services. Parents may contact the building principal to request a screening or evaluation. Requests should be made in writing to the principal. Upon receipt, the Child Study Team (CST), which includes the parent, will meet to review the request and screening information. This information will be used to recommend interventions to meet the child's specific needs and/or to document the need for further evaluation. For more information, visit www.cvschools.org/specialeducation.

COMMUNICATING WITH THE SCHOOL DISTRICT

There are times a parent has a question and/or a concern and is uncertain as to the procedure to follow in contacting the school district. We would like to suggest the following procedure for obtaining this type of information from school district personnel.

If your inquiry pertains to your child and your child is enrolled in one of the district's elementary schools, call your child's teacher or the building principal. When in doubt call the school building secretary. If the

teacher or principal is unable to assist you by telephone, they will make an appointment with you at your convenience. We are sure these individuals will be very receptive and cooperative in responding to your question or concern.

Please do not attempt to see your child's teacher or principal without an appointment. Frequently, teachers and principals are working with or in conference with students, parents, and teachers, making it impossible for them to meet with you at that particular time. We recommend you call for an appointment before going to school. If you are not satisfied at that level, please do not hesitate to call the Assistant Superintendent at 697-8261.

Occasionally, parents call school board directors in an attempt to obtain an answer to their problems or concerns. Upon receiving such a call, the board director calls the district superintendent. The district superintendent then must call the principal or counselor to inform him/her of the problems or concerns. The building principal will then research the problem and communicate with the parent. Therefore, we suggest you call the counselor or principal so that he/she can respond without any undue delay.

If you have a request of the school board or you want to present some information to the school board, please submit your request or information to the district superintendent at least ten days prior to the regular school board meeting. Information presented publicly should not violate privacy laws. Anyone wishing to speak during the public comment period of the school board meeting should complete a request card available before the start of the meeting. School board meetings are typically held on the first and third Monday of each month. Dates can be verified on the district website. Please do not hesitate to call the district superintendent's office if you need assistance in communicating with the school board.

The school board and staff are eager to cooperate and work with our varied publics. We realize only too well that our combined efforts are essential if we are to continue to do the best we can for all of our children.

CONFERENCES

It is our belief that close parent-teacher contact is beneficial to the educational growth of the student. Parent-teacher conferences are scheduled for each grade level during the months of November and March and as necessary throughout the school year.

Prior to the scheduled conference dates, you will receive an appointment form. We ask that you complete the conference appointment form and return it to your child's teacher in order to confirm your appointment. The conference will last approximately twenty minutes. Please come to school ten minutes before your scheduled time.

Why do we hold parent-teacher conferences?

- to share information
- to share experiences related to the student
- to make suggestions for improvement
- to discuss academic progress
- to work toward the best interests of the child in all aspects of his/her growth and development

Conference Tips

- begin on time
- be friendly and calm
- begin and end on a positive note
- give and take – an honest sharing of information is essential to understanding the student in his/her environment

- focus in – use the time to discuss the student
- time yourself – reschedule for another conference time, if needed
- conferences are CONFIDENTIAL – if you are early, chairs will be available for you outside the room

What information might parents share with teachers?

- special interests, activities or abilities of the students
- home study – where? how? when?
- student’s attitude toward school
- behavior outside school
- how the child handles responsibility
- special concerns

What information might teachers share with parents?

- school progress
- strengths and weaknesses
- learning outcomes for the school year
- work habits
- behavior
- attitudes toward learning
- relationships with others
- special interests and activities
- how parents can help at home

What next?

- After the conference, share thoughtfully with your child what you have learned. How you talk to your child and the feelings that you share can affect his/her reaction to school.
- Follow any suggestions agreed upon during the conference. Your support will be important to the child. Consistency is necessary – if the child needs help, he will need guidance daily.
- Remember, change takes time. Offer encouragement.
- Please remember, if additional parent-teacher contact is desired, a mutually agreeable conference time or phone conference may be arranged.

CORPORAL PUNISHMENT

Use of corporal punishment is prohibited in accordance with 22PA Code, Chapter 12 with the provision, notwithstanding anything to the contrary herein above provided reasonable force may be used by teachers and school authorities:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. In self-defense.
4. To protect persons *or* property.

CULINARY NUTRITION SERVICES (Food Service)

The Cumberland Valley Food Service Department subscribes to the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) for all school levels in the district. Our primary mission is to provide all CV students with nutritious menu offerings by using fresh ingredients and quality sourced products. We believe in using recipes that not only taste great but are nutritionally balanced too. Our team of food service professionals are dedicated in providing quality food choices to promote a healthier future for all children.

Meal Payment System

MySchoolBucks is the district's provider for the meal payment system. The MySchoolBucks Link is on the district website at www.cvschools.org. Go to Quick Links, click on Food Service and then go to the bottom of the page to: We accept online payments at www.myschoolbucks.com and click on the link to set up a user account. By setting up a user account, parents and staff can purchase school meals online, view account balances and track cafeteria purchases. Meal payments are made by using a credit/debit card or e-check and you may prepay a sum of money to your account at any time. In addition, you will receive a "low balance" notification. If you don't wish to use the on-line payment system, you may use cash or write a check made payable to CV School Lunch Account (please list student number [PIN] on your check). This sum will appear on your account and will function as a declining balance account. If you do not wish to prepay, you may still pay with cash each day using your student number (PIN). There are NO credit card sales. Everyone will be required to use their pin number to purchase items in the cafeteria. Any unused prepaid amounts at the end of the school year will carry over to the next school year. Students leaving the district may request a refund of any remaining balance. All refunds are provided in the school cafeterias.

Breakfast Program

We highly encourage CV students to participate in the School of learning and achievement. The CV breakfast program offers students a balanced hot or cold meal consisting of fresh fruits or 100% juice, vegetables, grains, meat/meat alternate and fluid milk. Students must select three out of four components and one must be a fruit or vegetable to make it a meal. All students are required to return their trays and utensils to the designated area. All trash needs to be placed into the garbage or appropriate recycling containers. Monthly breakfast menus are posted in the classrooms and available on the district web site: www.cvschools.org/foodservice.

Lunch Program

Each day the cafeteria offers all five food components that are identified in the National School Lunch Program. The components are grains, fruits, vegetables, meat or meat alternate and fluid milk. We encourage all students to take all five components when purchasing a lunch meal but they are only required to take three of the five components and one must be a fruit or vegetable to make it a meal. Students that have medically recognized allergens or intolerances to any food or beverage item must submit written documentation from their physician to the school nurse. If a student has a medically documented milk/lactose allergy, he or she may receive a cup of water with their school lunch at no additional cost. The nurse's office will ensure that the Food Service Supervisor is made aware of any student with documented food allergens or intolerances and their records are kept current during the school year. All students are required to return their trays and utensils to the designated area. All trash needs to be placed into the garbage or appropriate recycling containers. Monthly lunch menus are posted in the classrooms and available on the district website at www.cvschools.org/foodservice Contact Shawn Harlacher at 506-3318 (sharlacher@cvschools.org) with questions.

2017 - 2018 SCHOOL BREAKFAST & LUNCH PRICES

Elementary Student Breakfast	\$ 1.75
Elementary Student Lunch	\$ 2.65
Milk	\$.60
Adult Breakfast/Lunch	\$2.20/\$3.95

DRESS CODE (Policy 221)

The Cumberland Valley School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

All students are expected to be appropriately dressed and groomed. Clothing shall be neat, clean, and appropriate. Hair shall be clean, neat, and shall be styled in accordance with styles acceptable for school wear.

The following are NOT acceptable:

1. Coats – It is the policy of the Cumberland Valley School District to prohibit the wearing of large, oversized jackets, trench coats, overcoats, western dusters, and overcoats of a similar nature during school hours. Students wearing the above items should store them in their lockers upon arrival at school.
2. Baggy Pants – Students are prohibited from wearing excessively large, baggy pants, pants that drag on the floor while walking, or cargo type pants with excessively large pockets. (Tailored type cargo pants are acceptable.)
3. Provocative Dress – Students shall not be permitted during school hours or school activities to wear provocative dress which includes, but is not limited to the following:
 - a. Transparent, revealing or immodest clothing that exposes personal body parts or attracts undue attention.
 - b. Low-cut tops, tank tops, halter-tops, mesh tops, tops with thin-spaghetti straps, midriff tops, and tube tops.
 - c. Shorts or skirts that reveal body parts or underwear, shorts or skirts that are extremely short; boxer shorts; and/or underwear type shorts.
4. Chains – Students shall be prohibited from wearing large chains, chains attached to wallets, spiked dog collars, spiked wrist bands, or any similar item that poses a danger to the student body.
5. Head Coverings – Students shall be prohibited from wearing head coverings indoors during the school day. Head coverings include, but are not limited to, baseball hats, caps, headbands, doo rags, knit hats, beanies, and bandanas. (Exceptions may be granted by a building administrator for medical or religious reasons.)
6. Unsafe Footwear – Students must wear shoes at all times during the school day. Slippers or other footwear with soft soles cannot be worn. Open-toed shoes, extremely high heels, and platform shoes may pose a hazard for students and may be prohibited.

Student may be required to wear certain types of clothing while participating in physical education classes, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Each building's administration may develop guidelines intended to address the dress and grooming issues specific to the age and demographics of that building's students provided those guidelines align with the expectations and authority set forth in this policy.

Enforcement of these guidelines shall be the joint responsibility of the student council, administration, parent/guardian and teaching staff.

The Board recognizes that the misuse of drugs, alcohol, anabolic and/or non-anabolic steroids is a serious problem with legal, physical and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety and welfare of all students.

The purpose of this policy is to establish rules and regulations intended to prevent the use of drugs as follows:

- To prevent student participants in athletics, extracurricular and/or co-curricular activities, and students receiving driving privileges to and from school from using drugs, alcohol, non-anabolic and anabolic steroids.
- To protect the health and safety of all students.
- To prevent accidents and injuries resulting from the use of drugs, alcohol, non-anabolic and anabolic steroids.
- To provide an effective Student Assistance Program for students who are using drugs, alcohol, non-anabolic and anabolic steroids.
- To empower students to make responsible choices relating to the use of drugs, alcohol, non-anabolic and anabolic steroids.

Examples of the above include but are not limited to anabolic steroids, non-anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school.

DRUG AND ALCOHOL PREVENTION AND ABUSE (Policy 227)

The school district has assumed that drug abuse is a complex human behavior. Patterns of drug usage are varied and are influenced by many forces--individual, family, school, peer group, mass media and other institutions in the community. Any attempt to intervene must take this complexity into account and must enlist all these forces.

When the satisfaction of an individual's needs is blocked in some way, s/he may return to destructive behavior as a solution for his/her frustration. Intervention or prevention in any real sense can be accomplished only by recognizing that drug abuse would not persist unless it served some function, real or imagined, and by reducing the need which it serves, or by providing alternative less destructive ways of meeting that need.

At one level, young people, and adults as well, need to learn to live wisely in an environment increasingly dominated by chemicals. At another, our institutions, family, school, church, and community need to examine the conditions which contribute to the boredom, loneliness, lack of self-respect, anger, anxiety, and resentment to which drug abuse may be one response. (Philosophy of the United States Office of Education Drug Abuse Education Program.)

1. Drug prevention programs should be designed to reach underlying causes of behavior by attempting to improve the potential drug user's emotional environment, self-image, family life, and drug information.
2. Since a youth's decision about whether or not to use drugs is usually well established by years of age, emphasis for the allocation of funds, efforts and attention should be directed toward the Kindergarten through tenth grade student population.
3. The need to educate each child to honor his/her own individuality of thought because it is recognized for peer acceptance and his/her social need to conform to and imitate his/her own age group.
4. "Awareness" for counselors, parents/guardians, and teachers working with children and teens should be encouraged so that they may be more effective.
5. The regular school curriculum will provide for drug prevention information and, when

necessary, alternative programs should be established as needs dictate. The curriculum will emphasize the fact that the use of drugs (as defined in Policy 227) and the unlawful possession and use of alcohol is both wrong and harmful.

6. Any student athlete, any student participating in extracurricular or co-curricular activity, or any student with parking privileges will be required to participate in random drug testing.
7. All students attending school dances, e.g., Homecoming, Winter Gala, Senior Prom, etc., will be required to participate in random breathalyzer testing.

In order to implement these guidelines, the following procedures are recommended to the staff:

1. Referrals are made to the Student Assistance Team. The Student Assistance Team is designed to provide a means for early identification and intervention for students who are experiencing substance abuse problems and/or who are potentially suicidal. It is anticipated that the Student Assistance Team will accomplish the following:
 - a. Assist staff with its intervention efforts on behalf of students with substance related problems or high-risk situations.
 - b. Reduce the incidence of school related problems attributed to alcohol, drug related dependency, and problems associated with mental health.
2. It is the responsibility of the professional staff to advise parents/guardians of the existence of the Student Assistance Team and other available services.
3. In-service training of staff should be conducted to heighten awareness and understanding of the drug prevention problems and referral responsibilities.

Confidentiality of student communications:

In accordance with Act 287 of the General Assembly of Pennsylvania, entitled "Confidentiality of Student Communications," no guidance counselor, school nurse, or school psychologist in the public schools or in private or parochial schools or other educational institutions providing elementary or secondary education, including any clerical worker of such schools and institutions, who, while in the course of his/her professional duties for a guidance counselor, school nurse, or school psychologist has acquired information from a student in confidence shall be compelled or allowed without the consent of the student, if the student is eighteen (18) years of age or over, or if the student is under the age of eighteen (18) years without the consent of his/her parent/guardian, to disclose that information in any legal proceeding, civil or criminal, trial investigation before any commission, department, or bureau of this Commonwealth, municipal body, officer, or committee thereof.

These staff members (counselors, nurses, and psychologists) are encouraged to make themselves available to the students to discuss problems which might lead to drug or alcohol abuse. The confidentiality of these discussions should be made clear to both staff members and students at the beginning of such conversations.

The policy of the school district prohibits any student to possess, to use, to sell, to deliver, or to give to another person, or to have consumed or to be under the influence of any narcotic, dangerous drug, marijuana, alcoholic beverage or any pill, capsule, powder, liquid, or other substance of whatever form or texture, which may adversely affect the health, safety, or welfare of any student, including but not limited to stimulants or depressants, or being in possession of any drug paraphernalia, prior to or during participation in a school activity. The above policy is also in effect when any violations occur on any property owned or leased by the school district or while participating in a district authorized activity although not physically occurring on district property.

Any student who violates the above stated policy shall be subject to disciplinary action in accordance with the procedures hereinafter provided:

1. If a school official, which shall include a building principal, assistant building principal or any other person designated by the Board to enforce this policy, shall have reason to believe that a

student has violated this policy, the administration shall schedule an informal hearing on the alleged violation, which hearing shall be held as soon as practicable upon the conclusion of the investigation of the alleged violation (which could be subsequent to receipt of report of laboratory or other scientific tests which may be required). The building principal or administration designee shall be the presiding officer at such hearing. The student accused of violating such policy shall be present at the hearing together with his/her parent(s)/ guardian(s), at which hearing the administrator shall receive, hear, and evaluate all relevant evidence.

2. As a result of such informal hearing, the building principal or administration designee may make any of the following determinations:
 - a. Dismiss the charge of the alleged violation and continue or reinstate the student in school.
 - b. Impose in-school suspension not to exceed ten (10) days and refer to Student Assistance Team for assessment.
 - c. Impose an out-of-school suspension not to exceed ten (10) days and refer to Student Assistance Team for Assessment.
3. If it is determined at the informal hearing that the student has violated this policy, the building principal or administration designee shall:
 - a. File the appropriate report or charges immediately with the juvenile authorities of the Cumberland County Probation Office, local police department or other agency having jurisdiction.
 - b. Refer the matter to the Assistant Superintendent who shall file formal charges with the Board for a formal hearing before the Board or a committee thereof. The Board may temporarily or permanently expel a student for violating Policy 227.
 - c. Upon expulsion, the Board may require the student to be involved in a drug/alcohol counseling and provide such documentation, noting progress, prior to readmission. If such student is readmitted to school, the student must receive an assessment by the Student Assistance Team and abide by its recommendations.
 - d. Students who test positive for drug use or alcohol consumption by way of a randomly administered drug test or breathalyzer test shall not be subject to student discipline outlined in subparagraphs b. and c. above. However, students testing positive in randomly-administered drug test and breathalyzer tests will be subject to the penalties set forth in Policies 122 and 227.

If the principal shall refer the matter to the Board, said Board, or a committee thereof, shall conduct a hearing pursuant to Section 1318 of the Public School Code of 1949 which is quoted as follows:

"Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district Superintendent or the secretary of the Board of School Directors. The Board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearing, suspension, or expulsion may be delegated to a duly authorized committee of the Board."

If such student is readmitted to school, the student must receive an assessment by the Student Assistance Team and abide by its recommendations.

Students shall have the following options: Students who have become involved in any degree in drugs or alcohol of any nature and have not violated school policy may voluntarily present themselves to any staff member. These students will not subject themselves to any school discipline for their misuse of drugs or alcohol. A student requesting help will have no record of his/her request placed in his/her personal file. Periodically, the principal will be kept aware of the progress of the program. A student concerned about the welfare of another delivering, or giving drugs or alcohol may request assistance for that student and the identity of the student requesting aid for another will not be revealed.

Suicide Prevention and Intervention

The school district recognizing that individuals face stressful situations which may cause some of them to threaten, attempt or commit suicide has developed the following policy:

1. A Student Assistance Team consisting of staff members and administrators will evaluate each student referred to them to determine the level of risk.
 - a. Students assessed to be high risk shall be referred immediately to the County Mental Health Crisis Intervention Service.
 - b. Other students will be referred to County Mental Health or other appropriate counseling services.

Staff members should refer potentially suicidal students to the Student Assistance Team, according to the specific guidelines developed for this purpose. Students may refer self or peers to the Student Assistance Team or other staff members.

ELEMENTARY SCHOOL COUNSELING SERVICES

School Counseling services are available in each of our elementary schools. The goal of the school counselor effort is to help children realize their greatest potential. Physical, social, emotional, mental and environmental aspects are considered to achieve the most appropriate adjustment. The elementary guidance program is a preventive and developmental program. Efforts are made to assist teachers in identifying potential problems and becoming more sensitive to the problems of individual children.

EMERGENCY /NATURAL DISASTER

If an emergency should arise when the students are in school, appropriate action will be taken to protect the health and safety of each one.

Emergency Contingency Plans:

1. If time permits, students will be returned to their home *via* normal dismissal procedures.
2. If the emergency situation is such that the best location for students is the school building, all students will be housed in the facility and cared for by the professional staff.
3. If an emergency exists where the students are in imminent danger, they will be evacuated and taken to another site (such as another school), which will be determined by the Office of Emergency Preparedness.

In the event of an emergency, parents are requested to listen to their radio or television for specific details regarding the care of their children. When possible, the District will also issue a telephone alert, E-News, and/or post information to the District Web site at www.cvschools.org. All actions to be taken in emergency situations will be given directly from the District Administration Office.

In the event an evacuation of your child's school is warranted, you will be notified via the district's global communication network. At that time, you will be given information regarding the situation. PLEASE DO NOT CALL THE SCHOOL. In the event you are asked to come and pick up your child, you will be directed via the Global Communication System to the district's Reunification Site.

Inclement Weather/Emergency

When bad weather conditions develop during the night, the superintendent will assume the responsibility for making the decision as to whether schools will open at regular time, open on a delay, or be closed. Announcements will be made via the District's telephone alert system*, and the District's Web site, www.cvschools.org, beginning at about 6 a.m. The announcements may also be made over select local radio and television stations. Should inclement weather make it necessary to delay the opening of school or close early during the school day, announcements will be made via the same outlets as to the times of arrival or dismissal.

The policy of the District is to keep schools open, if reasonably possible, and thereby continue to follow the established school calendar for the school term. On the morning of a delayed opening, parents are requested not to bring children to school prior to the announced time. In case of early dismissal, be sure children have a procedure to follow; e.g., go to a neighbor, know where a house key is located, call parents during the school day, etc.

Delayed Openings

All delayed openings will be with modified Kindergarten schedules. On a two-hour delay, modified Kindergarten will be defined as 10:45 a.m. to 12:30 p.m. and 2:00 p.m. to 3:35 p.m. On a two-hour delay, Extended-Day Kindergarten students will dismiss at their normal dismissal time of 2:15 p.m.

NOTE: ANNOUNCEMENTS PERTAINING TO THE SCHOOL SCHEDULE DUE TO WEATHER/EMERGENCIES WILL BE MADE OVER THE FOLLOWING*:

- Telephone alert system
- District Web site – www.cvschools.org and accompanying tools as available (CV E-News, text alerts, etc.)
- Whenever possible, televisions stations such as WGAL-TV (Channel 8) and WHTM-TV (Channel 27)

* If there is ever a time that you do not receive a telephone alert and believe school should be delayed or cancelled, please check the district's Web site and selected TV/radio stations for confirmation. Barring no major power and/or Internet outages, the district website will have the most up-to-date information.

E-NEWS

By visiting the CV Web site at www.cvschools.org and clicking on the CV E-News logo in the lower left corner, parents and others can sign up for CV E-News to have information delivered to their e-mail. Examples would be school and District news, athletic event cancellations/postponements, and special alerts such as weather-related closings, unscheduled early dismissals, and emergencies.

ENGLISH AS A SECOND LANGUAGE

The Cumberland Valley School District provides an ESL program for students who are in need of additional instruction to master the English language and become proficient in their studies. This instruction may take the place of their Language Arts/English class. Students are identified for services by a process that includes completion of the Home Language Survey upon school registration and an individual student screening which may include language proficiency testing using the WIDA-ACCESS Placement Test.

If eligible, the student will receive instruction based upon level of need. A certified instructor who has received special training in meeting the needs of limited English proficient students will provide this instruction. ESL instruction will be provided at one of our elementary schools. The school chosen to deliver the instruction may not necessarily be the "home school" of the student. If a student is placed at an "ESL gateway school," the student will become a member of this school's community and receive **all instruction** at this location. In these cases, the district will provide transportation to and from the "ESL gateway school."

Parents have the right to ask questions about their child's ESL program. The district has established a procedure parents can follow if they feel their questions about the ESL program are not being adequately addressed. Parents should first contact the ESL teacher. If after discussing the concern with your child's teacher the issue cannot be resolved, the building principal should be contacted. If the principal cannot adequately address the concern, the issue should be directed to the ESL Program

Coordinator. If the problem still cannot be resolved, Cumberland Valley will ask the Pennsylvania Department of Education's ESL staff to assist with resolution of the problem.

Questions about the ESL program in general can be addressed by calling Mrs. Christina Stoshack, ESL Program Coordinator, at 717-506-3455.

ENROLLMENT OF BEGINNERS (Policy 201)

A child may enter kindergarten if he/she is five years of age on or before September 1 of that school year. To be eligible for the first grade, a child must be six years of age on or before September 1 of that school year. All students entering the district must be registered through Central Registration. Please call 506-3399 to register a child.

FIELD TRIPS

We feel that field trips are a valuable part of a child's educational growth. All field trips will be adequately supervised in accordance with school board policy 121.

GIFTED STUDENTS

The Cumberland Valley School District offers a gifted program for K-12 students who are in need of specially designed instruction because some of their instructional needs cannot be met through the standard curriculum.

Mentally gifted is defined as outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. (22 Pa. Code 16.1)

Cumberland Valley has designed a five-tiered process of identification that seeks input from parents, teachers, counselors, school psychologists and when appropriate, the student.

Chapter 16 requires that "Each school district shall adopt and use a system to locate and identify all students within that district who are thought to be gifted and in need of specially designed instruction." (22 Pa. Code §16.21(a))

"Each school district shall determine the student's needs through a screening and evaluation process which meets the requirements of this chapter." (22 Pa. Code §16.21(c))

Cumberland Valley uses a multi-criteria process to determine whether students move to a gifted evaluation. During each step of the process a student may earn points towards the overall number needed. At each step the guidance counselor should be in contact with parents to share the information and make an appropriate **team determination** about continuing the screening.

For more information, visit: <http://www.cvschools.org>

GRADE REPORTING TO PARENTS

Report cards will be shared with families through the web-based program Mastery Connect at the end of each twelve-week grading period or trimester. Grades are reported based on the student's mastery of Pennsylvania Common Core grade level standards that have been taught during the trimester.

HEALTH SERVICES AND REGULATIONS

A primary responsibility of the school is the protection of the health of each child. To insure this protection, the health services of our schools are extensive and their functioning is well organized. Each of our buildings is staffed at all times by one or more of our Certified School Nurses or Registered Nurses.

The building nurse will care for children who become ill or injured. The nurse will contact parents, as necessary, and an appropriate plan of action will be determined. In cases that require immediate

intervention, the school will notify parents and obtain emergency transportation to a medical care facility.

Possession/Use of Asthma Inhalers (Policy 210.1)

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant. Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

Mandatory Examinations

School Health Law requires the following examinations for all children: **physicals** upon original entry into school and while in **grades 6 and 11** and **dentals** upon original entry into school and while in **grades 3 and 7**. It is recommended these examinations be done by the family physician, since he/she can best evaluate the child's health, assist the parents in obtaining necessary treatment, and maintain a current immunization status. Physical and dental forms are given out near the end of the school year. These forms are also available on the District website: www.cvschools.org/general.html. Parents are encouraged to have these examinations completed during the summer months and return the forms to school by August 15. Students who do not have their dental and/or physical forms returned to the school nurse will have their examinations scheduled at school. Parents will be asked to give permission for these and the school dentist or school physician will complete them.

The following **screenings** are required for all students by the PA Department of Health and will be completed by the school nurse: annual height, weight, and vision; annual hearing screening in **K through 3** and in **grades 7 and 11**; and scoliosis (curvature of the spine) screening in **grade 7**. Parents/guardians are notified by dates on the school calendar or by individual school newsletters. Parents/guardians will be notified of any problems/concerns found during these screenings.

Use of Medications (Policy 210)

Recognizing that there are occasions whereby it is necessary for the school to administer prescribed medication to students during school hours, the following policy has been adopted:

1. In conformance with regulations established by the Pennsylvania Department of Health, no prescribed medication will be administered at the Cumberland Valley School District schools except by written order of a physician. Written authorization from the parent/guardian requesting the giving of the medication is to be presented to the school nurse. This authorization is to be renewed each school year or each time there is a change in instructions and/or prescription.
2. Medication brought to school must be in the original container dispensed by a pharmacy or doctor. The container label should state the patient's name, date, name of medication, dosage, and time to be given and placed in the custody of the school nurse, principal, or principal's designee for security purposes.
3. All medication is only to be administered by the school nurse, principal, or principal's designee.
4. A written record is to be kept on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effects shall be recorded.
5. The student is to take the medicine in the presence of the person administering the medication.
6. The parents of any student requiring long-term medication should have a conference with the school nurse or building principal at the beginning of each school year or when there is a change of medication.
7. All preparations not regulated by the FDA such as herbals, alternatives, teas, nutritional supplements and topicals must be accompanied by a physician's written order including exact dosage and timing of administration.
8. Over-the-counter FDA approved medication in original container sent in by parent/guardian may be administered. Professional judgment will prevail when administering ANY medicine at school.

Suggestions:

1. Please ask your pharmacist to make a second labeled prescription bottle for medicine to be taken at school.
2. Medication that is to be given three times a day may be given before school, right after school and at bedtime (unless a physician specifies a definite time schedule).

Non-prescribed Medication (Aspirin, Acetaminophen, etc.)

1. Written or recorded verbal authorization from a parent/legal guardian will be required for the school to administer non-prescribed medication.
2. Over-the-counter FDA approved medication in original container sent in by parent/guardian may be administered, only in the dosage contained on the label.
3. All non-prescribed medication is only to be administered by the school nurse, principal, or principal's designee.
4. A written record is to be kept on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effect shall be recorded. Professional judgment will prevail when administering ANY medicine at school.

HOMEWORK

The amount and type of homework assigned by teachers will vary by content material and by students. Homework is assigned with a definite reason and purpose. When a student is absent from school for a period of time, parents are encouraged to call the school for homework assignments.

HOMEBOUND INSTRUCTION (Policy 117)

State guidelines require approval through PDE when homebound exceeds three months. To request homebound instruction, parents must contact the counselor for the appropriate form. The parent and physician must complete the *Homebound Request Form*. The form requires the parent to grant permission for the physician to release the medical reason for requesting homebound. Every attempt should be made by the parents to have this form completed and returned no less than two weeks prior

to the requested start date for homebound. Once a request has been received, a meeting will be held with the parent, counselor and school administrator to address issues related to courses, credits, graduation, and health plan, etc... **Homebound instruction is limited to a total of five (5) hours per week and includes the areas of science, social studies, math and English.** Partial credit will be given for physical education if the student maintains a daily log of physical activity and exercise that includes the type of activity, date of activity and time dedicated to activity.

HOMELESS STUDENTS (Policy 251)

Cumberland Valley SD recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The District Homeless Liaison along with school staff shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

Policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school for homeless students, may be waived.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions: living in hotels, motels, camp grounds; living in emergency shelters either transitional or domestic violence; awaiting foster care; unaccompanied youth and run away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, public spaces.

Resident families are encouraged to contact the District Homeless Liaison, their school counselor or their building principal to discuss their situation. Families new to the district should speak with the Central Registration staff during their registration appointment.

KINDERGARTEN INFORMATION

It is our belief that young children learn best through doing, playing movement, discovery, and active participation and first-hand concrete experiences. Kindergarten is the first step in the educational program and established the foundation for future learning. Our kindergarten program integrates traditional subject matter in thematic units with centers where children actively learn by listening, speaking, writing, drawing, singing, thinking, and dramatizing.

Transportation

1. Bus transportation to and from school will be provided by the school district.
2. There are no special buses for students in the morning session. They will come to school on the buses with the older elementary children. Special kindergarten buses will take kindergarten children home at 11:30 a.m. for morning kindergarten and 2:15 for extended day kindergarten. The afternoon kindergarten children will come to school on special kindergarten buses, and will return home on the buses with the older elementary children.

LOST AND FOUND

Each school has a central "Lost and Found." If an item is lost, the student, with the teacher's permission, should report to this area to see if it has been turned in. Items found should also be placed in this area.

NON-DISCRIMINATION POLICY

Cumberland Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Dr.

Frederick Withum, III, Title IX and Section 504 Coordinator, at 6746 Carlisle Pike, Mechanicsburg, PA 17050, (717) 506-3301. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. Michael Willis, Director of Business and Support Services, (717) 506-3312.

PARENT-TEACHER ORGANIZATION

Each of our elementary and middle schools has a PTO (parent-teacher organization). Cooperation between the parents and the school is of great significance in the educational growth of the pupil. These organizations help foster this atmosphere of cooperation. Information concerning the activities and operation of these organizations will be sent home from the school throughout the year. Involvement is the key to a successful PTO.

PARENT VISITATION

The doors of the Cumberland Valley Schools are open to parents and residents. We encourage parents to see their schools in action. Parents are welcome to visit the schools. To plan a classroom visitation, send a note requesting permission and the date of the requested visit to the teacher at least a day before the visitation.

Advance notice is necessary for parents wanting to buy lunch in the school cafeteria. Parents are required to report to the school office upon entering the building. Visitors are required to show identification to secure a "Visitor's Badge" that must be worn while they are in the building. The badge must be returned to the office before visitors leave the building. The badge will expire after a predetermined time. This is important to the staff and building principal in providing for the protection and welfare of children.

The Cumberland Valley School District will participate in the observance of **American Education Week** during the month of November. Parents are invited to visit the schools and their children's classes during selected days this week as listed in the calendar.

PARTIES

All of our schools have room parents who are sponsored by the PTO in each school. These parents act as a coordinating group for many school parties. Volunteers for room parents are requested at the beginning of each school year.

All Elementary buildings will plan for and support a total of three party/social events. All Elementary buildings will **use the same planning guidelines** for socials in the months of October, December and February.

October Socials:

- The classroom based party will use **fall themes** as the planning guide.
- PTO room parents will facilitate party games and food as appropriate for each grade level and classroom
- PTO room parents will adhere to all student food allergy requirements as dictated by individual classrooms.
- Costume parades and/or parties may be hosted by the individual school PTO organizations after school hours giving families the option for student participation. The event must include requisite security measures and sufficient monitoring of all student safety. Standards must be set for appropriateness of costumes

December Socials:

- The classroom based party will use **winter themes** as the planning guide.
- PTO room parents will facilitate party games and food as appropriate for each grade level and classroom.
- PTO room parents will adhere to all student food allergy requirements as dictated by individual classrooms.

February Socials:

- The classroom based party will use **Valentine themes** as the planning guide.
- Classroom teachers will facilitate Valentine exchange and light refreshments.

PHONE CALLS/MESSAGES

No telephone calls, other than emergencies, will be given to pupils or teachers during the time that classes are in session. Students will not be permitted to make phone calls unless it is urgent.

Teacher Contact

Teachers may be contacted before and after class sessions. The school secretary may be asked to have the teacher or student return a phone call at his or her earliest opportunity. All teachers may be contacted via e-mail by using their first initial last name and cvschools.org (flast@cvschools.org).

PLAYGROUND

It is our opinion that boys and girls need time daily for outdoor playground activities and free play, weather permitting. Playground aides and teachers provide supervision during the recess period. All boys and girls must go outside for recess unless they have brought a note from home or from a physician. A request for extended excused absence from recess must be accompanied by a statement from a physician. Parents are asked to have the children wear the appropriate seasonal clothing and footwear for safe playground activities. Children look forward to this daily activity. Your cooperation is appreciated.

School Wide Positive Behavior Support parameters guide expectations for students during playground time and throughout the remainder of the school day.

PROMOTION and RETENTION (Policy 215)

Promotion shall be made according to the progress of the pupil as recommended by teachers and principals. A pupil may be retained in their grade level pursuant to a teacher's recommendation, approved by the principal and the school psychologist, if the benefits appear to be great enough to warrant it. All requests for retention will be reviewed by the Assistant Superintendent.

SCHEDULES

Elementary Daily Schedules for all buildings are as follows:

Kindergarten:

Morning Session: 8:45 a.m. - 11:30 a.m.

Extended-Day Session: Dismisses at 2:15 p.m.

Afternoon Session: 1:00 p.m. - 3:35 p.m.

Grades 1-5: 8:45 a.m. - 3:35 p.m.

SCHOOL PICTURES

Individual pictures of pupils as well as a class group picture are taken during the school year. Parents are under no obligation to purchase these pictures. Information will be sent home prior to the photographer's arrival at the respective schools.

SIX-DAY CYCLE

Student school days are numbered “1” through “6” with the cycle repeating itself. When children return to school after holidays, inclement weather days, in-service days, etc., the next numerical day is followed. This procedure provides equal instructional time for all students since they will not miss a particular day’s instruction.

The cycle day is listed on the monthly elementary lunch menu that is disseminated to all students in grades one through five and extended day kindergarten. Notification of the cycle day for kindergarten students is sent home to parents on a monthly basis.

SPECIAL EDUCATION/PROTECTED HANDICAP

The Cumberland Valley School District provides the necessary programs to meet the unique needs of identified children. Such children are identified through a process that is in compliance with federal and state standards.

Protected Handicapped Students

In compliance with state and federal law, the Cumberland Valley School District will provide each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which **substantially** limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Referrals for requesting special services are customarily made by the teacher to the principal and/or counselor of the school. Parent(s) can also refer a child for special services by writing to the principal or counselor assigned to the school where their child attends. Parents may also contact the Director of Special Education at 506-3337.

Following a thorough multi-disciplinary evaluation, the MDE team (composed of parents and school personnel) makes recommendations for appropriate programming. When a student is deemed to be exceptional and in need of special education, an Individual Education Program (I.E.P.) is mutually agreed upon and implemented.

It is the intent of the Cumberland Valley School District to serve children with disabilities in the school they would normally attend whenever possible. The district has seven elementary schools, each of which can provide programs for instruction in basic skill acquisition. At the secondary level each of the two middle schools and the Cumberland Valley High School can provide programs that address the needs of learners for either direct instruction or support.

School counselors are assigned to all schools (K-12) and are available to assist parents and their children in all phases of their personal and/or educational development. These include course selection, career choices, schedule changes, college matriculation, test interpretation, and any other area in which a parent or student may need assistance.

School psychologists are available to do individual testing, to meet with students and parents, and to provide the staff with important information to resolve students’ personal and/or educational problems.

Special Education Department Contact Information		
Director of Special Education	Gaynelle Angelo	506-3336
Supervisor of Special Education and Early Intervention (Shaul, Hampden, Green Ridge, Sporting Hill and Good Hope)	Kellie Loretta	761-1865
Supervisor of Special Education and Early Intervention (Monroe, Middlesex, Silver Spring and Eagle View)	Lori Rauenzahn	506-3955

SPECIALIST CLASSES - SPECIALS

Art and computer instruction, under the direction of a qualified teacher, is given one period per cycle in grades one through five. The classroom teacher supplements these programs regularly.

Students in grades K-5 visit the **library** once per cycle. Our district employs qualified elementary library aides, which enable the library to be available on a full-time basis during the school day.

The **music** department provides a comprehensive program through classroom curricular courses, performing organizations, and extracurricular activities. Students in grades 1-5 attend one general music class per cycle. Students in grades 4 and 5 will also participate in chorus. Students can begin the study of a string instrument in grade 4 or study a band instrument beginning in grade 5.

Physical Education classes are provided to students each cycle. All students are assigned a program of activities under the direction of a physical education specialist once each cycle.

On the day a student is scheduled for physical education, it is required that a pair of sneakers be worn to enhance safety and performance. It is also suggested that clothing appropriate for physical activities be worn on that day.

In cases of serious illness, injury, or extended absence from school, it is important that the physical education teacher as well as the school nurse, be aware of the problem. If a child cannot participate in the regular program for an extended period of time, a doctor's written excuse and/or adapted physical education form must be completed. In cases such as this, modified activities will be provided under the physician's recommendation.

STUDENT DISCIPLINE (Policy 218)

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, during the time spent in travel to and from school, during school activities, and any off-campus conduct that adversely affects the on-campus educational environment.

Data regarding disciplinary action(s) shall be entered on a student's record. All such information shall be removed from the student's permanent record when s/he leaves this school district, unless the student is being admitted to another public school district.

Any student disciplined by an employee of this Board shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the determination thereof to the Superintendent.

The Superintendent shall promulgate rules and regulations for student conduct which carry out the

purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students on account of race, sex, color, religion, sexual orientation, national origin, or disability; do not demean students; and do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules which shall:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for his/her actions.
3. Be directed, where possible, to ameliorating any harm that may have been caused by the student's misconduct.
4. Hold parents/guardians accountable for the actions of their sons or daughters or wards.

The Superintendent shall publish and provide to all students and their parents/ guardians the rules of this district regarding the Code of Student Conduct and the sanctions that may be imposed for breach of those rules. The Board shall adopt the Code of Conduct. Copies of the Code of Student Conduct are available in each school library.

Code of Student Conduct

Learning is effective when order is maintained. Therefore, the principals and teachers in the school district are directed to maintain such order in the schools as will facilitate learning by the pupils. All students enrolled in the school district shall conduct themselves in accordance with the rules of the district and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others and acceptable standards of dress and grooming. It is also expected that parents/guardians will cooperate with school authorities in helping students to maintain such conduct.

All students shall exhibit good behavior, maintain regular attendance, respect the personal and property rights of others, maintain a level of decorum which will not interfere with the educational processes of this district, obey the specific policies of this district, and obey the directions of teachers and administrators.

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students have a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.

1. No student has the right to interfere with the education of his/her 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.
2. Students should express their ideas and opinions in a respectful manner.
3. It is the responsibility of the students to conform with the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time at all classes and other school functions.
 - h. Make up work when absent from school.

- i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- j. Report accurately and not use indecent or obscene language in student newspapers, publications, or on school premises.

It shall be a violation of this Code of Student Conduct for any student to conspire with another person, or aid or abet another person, to engage in conduct that adversely impacts the educational environment or is otherwise a violation of the Code of Student Conduct. In addition, it shall be a violation of the Code of Student Conduct for any student to attempt or threaten to engage in any behavior that would adversely impact the educational environment or is otherwise a violation of the Code of Student Conduct. Although students might engage in certain behaviors off-campus and outside of school activities, such behavior nonetheless may be a violation of the Code of Student Conduct if the off-campus behavior adversely impacts, or poses a substantial risk of adversely impacting, the educational environment and/or the health, safety, or welfare of school district students or employees.

Violations of specific policies that contain punishments shall be enforced and punished in accordance with the terms thereof.

Violations of the general provisions above shall be enforced and punished in accordance with the following Table of Discipline:

Levels of Discipline

Level I: Misbehavior which impedes orderly classroom procedures or interferes with orderly operation of the school. The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive): Academic dishonesty; Bus misconduct; Cell phone, laser, electronic device violation; Damage/Deface school property; Disobedience, insubordination, defiance, disrespect; Disruptive behavior; Dress code violation; Driving/Parking violation; Failure to report to assigned consequence; Forging a note; Failure to follow procedure; Inappropriate behavior; Inappropriate language; Lying; Minor vandalism; Tardiness to class/school; Verbal harassment (i.e. name calling, teasing).

Interventions (not exclusive): Staff action; Referral to administration; Verification of offense; Notification to parent/guardian; Referral to school counselor; Informal hearing; Log of infraction; Truancy Elimination Plan; Student Assistance Team referral

Disciplinary Options (not exclusive): Behavioral contract; Detention; Guidance/Health Services; Loss of make-up privilege and/or credit; Parent conference; Rearrangement of seating; Restitution for damage; Restricted study hall; Saturday work program; School/Community work; Special assignment; Suspension; Temporary removal from class; Verbal reprimand; Warning; Withdrawal of privileges.

Level II: Repetition of prior Level I misbehavior. Acts of a more serious misbehavior which disrupt the learning climate of the school or may constitute a threat to the health, safety, property and/or welfare of the students and/or staff (including aiding, abetting, or conspiring with another person to commit such act, or threatening to commit such act).

Level II infractions may require the intervention of outside agencies, including the police. The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive) Second or subsequent Level I misbehavior; Altercation; Class cut;

Gambling/Exchange of money; Hazing, intimidation, bullying; Indecent exposure; Leaving school without permission; Possession or use of fireworks, smoke/stink bombs, matches, lighters, noisemakers; Minor theft; Physical harassment; Truancy; Vandalism

Interventions (not exclusive): Staff action; Referral to administration; Verification of offense; Notification to parent/guardian; Referral to school counselor; Informal hearing; Police/Agency referral; Truancy Elimination Plan; Student Assistance Team referral.

Disciplinary Options (not exclusive): Administrative probation; Detention; Expulsion; Guidance/Health services; Parent conference; Police/Agency referral; Restitution for damage; Restricted study hall; Saturday work program; School/Community service; Alternative education; Citation; Suspension; Withdrawal of privileges

Level III: Repetition of prior Levels I or II misbehavior. Use, possession, distribution, or sale of any drug, drug paraphernalia, or alcohol as defined in Policy 227. Serious acts against persons or property which disrupt the learning climate of the school or may constitute a threat to the health, safety, property and/or welfare of the students and/or staff (including aiding, abetting, or conspiring with another person to commit such act, or threatening to commit such act).

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive) Subsequent Level I or II misbehavior; Arson; Bomb threat, terroristic threat, false fire alarm or 911 call; Extortion; Fighting; Gang activities on school grounds or during school-sponsored activities; Physical attack on school district employee; Physical attack on student; Possession or use of dangerous weapons; Stealing district, faculty or student property; Threats; Use, possession, distribution, sale, or being under the influence of any drug, drug paraphernalia, or alcohol as defined in Policy 227.

Interventions (not exclusive): Staff action; Referral to administration; Verification of offense; Student removal from situation; Student/Parent/Guardian conference with administrator; Informal hearing; Police/Agency referral; Board hearing; Student Assistance Team referral; Drug/Alcohol evaluation; Mental health evaluation; Log of offense.

Disciplinary Options (not exclusive): Administrative or board probation; Expulsion; Police/agency referral; Restitution for damage; Suspension; Withdrawal of privileges; Alternative education; Citation; School/Community service

STUDENT INSURANCE

Each student enrolled at one of the Cumberland Valley District's schools has the option to purchase student insurance at a special school rate. This policy covers any accident:

1. While on the way between home and school.
2. While within a school building or on the school grounds.
3. As a member of a group participating in a school sponsored activity- also on field trips.

In the event of an accident, the student (or parents) should contact the school nurse for a claim form. However, any question concerning coverage should be directed to the insurance company, or the company's agent listed on the insurance company's brochure.

STUDENT RECORDS (Policy 216, 216.1, 216.2)

Parents or eligible students may inspect and review education records. If any education record includes information on more than one student, the parents will have the right to review the information relating

to their child. Persons wishing to review records must contact the person responsible for the maintenance of the record. The district may require a written request.

All requests to inspect and review records will be honored **within 45 days from the receipt of the request**. Parents may request someone to interpret the information in the record. Copies of the record can be given to parents for a cost not to exceed the cost of reproduction.

Consent must be given to disclose personally identifiable information, except as otherwise defined in the Policy on Student Records (216) and Student Records Exceptional Students (216.1). These policies are available from the building principal and on the district web page.

STUDENT SMOKING/TOBACCO USE (Policy 222)

Tobacco use includes smoking and the use of smokeless tobacco in any form. Act 168 defines **smoking** as the carrying by a person a lighted cigar, cigarette, pipe or other lighted smoking device.

Smoking/tobacco violations are submitted to the state Safe Schools Report 1303.

1. Students found to be in violation of Act 168 will be reported to the appropriate police department for prosecution and, in addition, will receive an appropriate consequence in accordance with the Table of Discipline above. Violations are cumulative from school year to school year during a student's enrollment in grades 6 through 8, and again during grades 9 through 12.
2. Students found to be in possession of tobacco products will have the materials confiscated and a letter sent to their parents/guardians notifying them of the possession.

TITLE I PARENT INVOLVEMENT (Policy 918)

The Cumberland Valley School District is committed to the belief that all children can learn and acknowledge that parents share in this commitment to the educational success of their children. We define parent and family involvement as an on-going process that assists parents and families in meeting their basic obligation as their child's first educator. It promotes clear two-way dialogue between home and school, and supports parents as leaders and decision makers at all levels concerning the education of their children.

To this end, a written plan for Title I parent involvement that establishes programs and practices to enhance parent involvement and reflect the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each Title I building with Cumberland Valley School District and will provide a sense of direction for designing initial and ongoing activities. For more information, please reference your building's Title I webpage and/or www.spac.k12.pa.us/parentresources.htm to view the policy, please visit www.cvschools.org.

TRANSPORTATION GUIDELINES

Cumberland Valley School District routes school buses, establishes stops and maintains safety in the most efficient manner consistent with State Law, School Board Policy and Cumberland Valley School District guidelines.

Realizing there may be conflicts involved with changing school bus stop locations, the following criteria is utilized in establishing new stops or reviewing current stop locations:

1. Examining potential safety issues at bus stop.
2. Student access to bus stops
 - a. For safety concerns for students and bus drivers, bus stops will be minimized on all routes with the majority of bus stops being placed at community stops. Stops in front of

homes will be kept to an absolute minimum unless other considerations require otherwise.

- b. Stops inside residential areas will be set at predetermined centralized locations that maximize safety as much as possible. Stops will not be set up for simple convenience.
 - c. Buses will not enter cul-de-sacs, unless their length is greater than 1 mile.
 - d. Buses will not enter residential areas with only one egress and ingress of less than 1 mile unless entrance is determined to be a hazard. If stop is deemed a hazard the stop will be at the closest, safest possible location.
 - e. Buses are not permitted on private roads/development owned roads or undedicated roads.
 - f. Wherever possible, walking distances of all grade level students to a bus stop or school will be kept to a reasonable distance.
3. Maintaining state mandated distance for activation of school bus 8-way warning lights and stop signs.
 4. Stops that require the school bus to back up will be kept to a minimum.
 5. Routes will be designed to avoid cul-de-sacs or dead-ends.
 6. Kindergarten midday runs to be at home when community stop not practical. AM/PM stops to be at community stops.
 7. **All grade level students will be given 1 AM stop/1 PM stop. AM stop can differ from PM stop, however, it must be 5 days a week. No multiple stops.**

Administration has the sole responsibility and authority to develop bus routes based on guidelines established and adopted by the School Board. The Transportation Department will only make changes following review. School Bus Drivers are not permitted to change location of school bus stops.

Procedure for Requesting Change of Bus Stop Location

- Requests must be submitted on bus stop change form.
- No changes to routes will occur 2 weeks prior to the start of school or during the first 2 weeks of the new school year.
- The Transportation Coordinator will review all requests.
- Review of request may take 4 weeks.
- Review of request will be responded to in order received.
- Response will be written.

The above procedures were developed by the administration in an attempt to provide efficient transportation throughout the district while keeping the safety of our students a priority. It is important to remember that in Pennsylvania, it is considered a privilege to ride a school bus, not a right.

If a student is to ride another bus or get off at another stop, the student must have a note from a parent, signed by a principal or their designee to give to the bus driver. **Only under emergency circumstances will a telephone call to the building requesting a bus change be accepted.**

Transportation Safety Reminders

1. All students should go directly to their bus stops and return home from their bus stops without loitering on streets or roads.
2. Conduct going to and from the bus stops to school must be such that it does not reflect adversely upon the school or the parents.
3. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into an automobile with a stranger.

Inquiries regarding transportation should be made to our transportation office at 506-3310.

School Video/Audio Surveillance (Policy 810.2)

The use of a video/audio recording is intended to assist the administration, contractors and drivers in observing behavior, preventing violation of bus rules school rules, regulations, district policies and Pennsylvania law; and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

The actual taping may include audio or video, or both.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. Notification to parents/guardians will be made through school district publications, the district website, and visible notice on all buses or buildings equipped with audio language, providing notice that audio as well as video, inception is occurring on the bus and at district buildings.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/Audio media are not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes; nor are the video/audio media intended to relieve bus drivers or other district personnel of their responsibilities for submitting disciplinary reports. Bus drivers and district personnel may view the video/audio media for the purpose of drafting conduct referrals, only with the Superintendent or designee in attendance.

VOLUNTEER AIDE PROGRAM

Parents and residents of the school district can provide valuable assistance to teachers and students. Volunteers work in classrooms giving individual and small group assistance to students. Volunteer opportunities are available in all district schools. If you would like to become involved, please call your school office to learn more about our volunteer guidelines and requirements.

The Cumberland Valley Board of Directors reviews, revises, and develops policies on a regular basis. Once approved, policy changes supercede those noted in the district calendar and building handbooks. All policies are posted on the District website at www.cvschools.org.