



# Oswayo Valley Elementary School

Student & Parent Handbook and Calendar

2023-2024



This publication contains important documents that must be signed and returned to school.

## 2023 OSWAYO VALLEY ELEMENTARY SCHOOL 2024

We have once again come to the beginning of a new school year. As the 2023-2024 school year begins, we have a lot to reflect on from last year. The elementary school was the proud winner of the 2022 National Blue Ribbon Award, a recognition that gives testament to the dedication and hard work of our students, teachers, staff, and the entire Oswayo Valley community. We were also lucky enough to establish a successful partnership with the YMCA and successfully open the Early Learning Center within the building, which is proving to be an invaluable resource to our community.



This year we will continue to see the reintroduction and development of our Sound Waves program and Beginners Band, which has generated immense excitement in fourth and fifth grade. Our hallways are once again filled with the sounds of singing and instruments playing, inspiring our students and staff, as well as showcasing all of the remarkable talents within our building.

We also display our students' artistic talents through a yearly showcase, highlighting their incredible creativity and imagination for the entire community to see and enjoy. Knowing the value of a well-rounded education, our physical education classes play a crucial role in shaping our student's' mindset towards a healthy lifestyle. Through these classes, our students develop essential skills, learn the value of teamwork, and cultivate habits that will benefit them throughout their lives. We are proud to offer comprehensive physical education programs that prioritize both physical and mental well-being, both during the school day and after hours.

Our commitment to providing a well-rounded education extends to our special content subjects, which enhance our students' learning experiences. Whether it's our STEM (science, technology, engineering, and math) classes or other enriching subjects, these specialized classes contribute to our students' growth as lifelong learners and equip them with the skills and knowledge needed for promising futures

We also firmly believe that fostering responsible citizenship is integral to our students' development. By guiding them towards making the right choices each day, we cultivate character traits such as trustworthiness, respect, responsibility, fairness, and compassion. It is our aim to instill these values in our students, empowering them to become good citizens who positively contribute to their communities throughout their lives.

As we embark on the new school year, we kindly ask for your continued support and involvement in making Oswayo Valley Elementary School one of the best in our area and state. Together, we can provide an exceptional educational experience that prepares our students for a bright and successful future.

Sincerely,

A handwritten signature in dark ink that reads "Erika Emerick". The signature is written in a cursive, flowing style.

Ms. Erika Emerick  
Oswayo Valley Elementary Principal

# August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 School Board Work Session 6:00 p.m. School Board Meeting 7:00 p.m.	15	16	17	18	19
20	21 In-Service Day for Teachers	22 Act 80 Day Meet the Teacher Night 5:30-7:30 p.m.	23 In-Service Day for Teachers	24 First Day for Students	25	26
27	28	29	30	31	<p><b>“Never be afraid to try something new. Remember amateurs built the ark, But professionals built the Titanic.”</b></p> <p style="text-align: right;"><b>~ Unknown</b></p>	

# September 2023

Early Morning Fitness (EMF)  
September 26 - November 2 -Tuesdays and Thursdays

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>“I hear, and I forget. I see, and I remember. I do and I understand.”</p> <p>~ Chinese Proverb</p>					1	2
3	<p>4</p> <p>No School</p> <p>Labor Day</p>	5	6	7	<p>8</p> <p>School Picture Day</p>	9
10	<p>11</p> <p>2-Hour Delay for Students</p> <p>Wellness Meeting</p>	12	<p>13</p> <p>Sight Services for PreK</p>	<p>14</p> <p>EPTO Meeting 6:00 p.m.</p>	15	16
17	<p>18</p> <p>Tentative Instrument Rental Night</p>	<p>19</p> <p>Apple Picking Day</p>	21	<p>21</p> <p>Family Fun Night 5:30-7:30 p.m.</p>	22	23
24	25	<p>26</p> <p>EMF</p>	<p>27</p> <p>EPTO Race for Education</p>	<p>28</p> <p>Race for Education Rain Date</p> <p>EMF</p>	29	30

# October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 2-Hour Delay for Students Wellness Meeting	3 EMF	4 Walk at School Day	5 EMF	6	7
8	9 In-Service Day No School for Students School Board Work Session 6:00 p.m. School Board Meeting 7:00 p.m.	10 EMF	11	12 Apple Crunch Day EMF	13 Tentative Kindergarten Field Trip to the Fire hall	14
<b>National Fire Prevention Week</b>						
15	16	17 EMF	18	19 EPTO Meeting 6:00 p.m. EMF	20 EPTO Trunk or Treat 6:00 - 7:00 p.m.	21
<b>National School Bus Safety Week</b>						
22	23	24 Picture Make Up Day EMF	25	26 End of First Marking Period EMF	27 Halloween Parade 8:30 a.m.	28
<b>Red Ribbon Week - "Be Kind to Your Mind, Live Drug Free."</b>						
29	30	31 PreK Fun Day EMF			<p><b>"Education is the ability to listen to almost anything without losing your temper or your self-confidence.."</b></p> <p style="text-align: right;"><b>~ Robert Frost</b></p>	

# November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>“Everyone you will ever meet knows something you don’t”</b></p> <p style="text-align: right;"><b>~ Bill Nye</b></p>			1	2  EMF	3	4
5	6  Act 80 Day Parent/Teacher Conferences 11 a.m.- 6 p.m.	7	8	9	10  Veterans Day Assembly	11
12	13  2-Hour Delay for Students Wellness Meeting	14	15	16  EPTO Meeting 6:00 p.m.	17  EPTO Roller Skating for Grades 3-5	18
19	20	21  Fourth Grade Potlatch Dinner	22  Early Dismissal PreK both Classes in the a.m.	23    Thanksgiving Break	24	25
26	27  Thanksgiving Break	28	29    ES Mobile Dentist	30		

# December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>“What we learn with pleasure we never forget.”</b>  <b>~ Alfred Mercier</b></p>					<p><b>1</b>            Second Grade            Gingerbread Houses            ES Mobile Dentist</p>	<p><b>2</b></p>
<p><b>3</b></p>	<p><b>4</b>            2-Hour Delay            for Students            School Board            Reorganization Meeting            6:00 p.m.            School Board Meeting            7:00 p.m.</p>	<p><b>5</b></p>	<p><b>6</b></p>	<p><b>7</b></p>	<p><b>8</b>            EPTO            Winter Wonderland            6:00 -8:00 p.m.</p>	<p><b>9</b></p>
<p><b>10</b></p>	<p><b>11</b>            Wellness Meeting</p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b>            Elementary            Christmas Concert            7:00 p.m.            Matinee 1:00 p.m.</p>	<p><b>15</b></p>	<p><b>16</b></p>
<p><b>17</b></p>	<p><b>18</b></p>	<p><b>19</b></p>	<p><b>20</b>            PreK Fun Day</p>	<p><b>21</b>            Santa's Sleigh            Activity            EPTO Meeting 6:00 p.m.</p>	<p><b>22</b>            Winter Holiday            No School</p>	<p><b>23</b></p>
<p><b>24</b></p>	<p><b>25</b></p>	<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>
<p><b>31</b></p>	<p>Christmas</p>	<p>Winter Holiday No School 12/22/2023-1/2/2024</p>				

# January 2024

Early Morning Fitness (EMF)  
 Spring Session January 16 - February 15  
 Tuesdays and Thursdays

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  New Year's Day	2  Winter Holiday	3  Students Return	4	5	6
7	8  2-Hour Delay for Students Wellness Meeting	9  Kid's Heart Challenge Kick Off Assembly	10	11	12  End of Second Marking Period	13
14	15  In-Service Day No School for Students  Martin Luther King Day	16  EMF	17	18  EPTO Meeting 6:00 p.m.  EMF	19  First Grade Grandparent's Reader's Theater	20
21	22  Report Cards Go Home	23  EMF	24	25  Tech Night 6:00 - 8:00 p.m.  EMF	26	27
28	29	30  EMF	31	<p><b>"Learning is never done without errors and defeat"</b>                      ~Vladimir Lenin</p>		



# February 2024


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>“Let us remember: One book, one pen, one child and one teacher can change the world.”</b></p> <p><b>~ Malala Yousafzia</b></p>				1  EMF	2	3
4	5 2-Hour Delay for Students Start of EPTO Penny Wars	6  EMF	7	8  EMF	9 End of EPTO Penny Wars	10
<b>Kids Heart Challenge 2/5 - 2/12</b>						
11	12 Wellness Meeting	13  EMF	14	15 EPTO Meeting 6:00 p.m.  EMF	16 Make-Up Day #1 or Vacation Day	17
18	19 Make-Up Day #2 or Vacation Day  President's Day	20	21	22	23	24
25	26	27	28	29		

# March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>“The more that you read, the more things you will know, the more that you learn, the more places you’ll go”</b></p> <p style="text-align: right;">~ Dr. Seuss</p>					1	2 Dr. Seuss's Birthday
3	4 2-Hour Delay for Students	5	6	7	8 Vacation Day No School	9
<b>Read Across America Week</b>						
10	11	12	13 Tentative First Grade Field Trip to Weber's Syrup	14	15 Jumpapalooza PreK -2 5:00 - 6:30 p.m.	16
17	18	19	20	21 End of Third Marking Period EPTO Meeting 6:00 p.m.	22	23
24	25	26	27	28 Make-Up Day #3 or Vacation Day	29 No School	30
31					Good Friday	

# April 2024


No Educational Trips will be approved for students taking PSSA Assessments. Please avoid student's absences for medical/dental appointments, if possible.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> Spring Holiday No School	<b>2</b> Make-Up Day #4 or Vacation Day	<b>3</b>	<b>4</b>	<b>5</b> Fifth Grade Mini Olympics	<b>6</b>
<b>7</b>	<b>8</b> 2-Hour Delay for Students	<b>9</b>	<b>10</b>	<b>11</b> EPTO Meeting 6:00 p.m.	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Move it Outside Night 5:30- 7:30 p.m.	<b>19</b> PreK/Kindergarten Registration 8:00 a.m. - 3:00 p.m. Call for an appointment	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		PSSA ELA ASSESSMENTS 4/22-4/26 - Grades 3,4,5			Arbor Day	
<b>28</b>	<b>29</b>	<b>30</b>  PSSA MATH Grades 3, 4, 5	<p>“Success is the sum of small efforts, repeated day in and day out.” ~ Robert Collier</p>			

# May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>“School is a building which has four walls with tomorrow inside.” ~ Lon Watters</p>			<p>1  PSSA MATH Grades 3, 4, 5</p>	<p>2  PSSA Science Grade 4</p>	<p>3 Tentative PreK Field Trip To Hoffman Dairy Farm</p>	<p>4</p>
<p>5</p>	<p>6 2-Hour Delay for Students</p>	<p>7 Elementary Spring Concert 7:00 p.m. Matinee 1:00 p.m.</p>	<p>8 Art Show/Book Fair Family Event 4:30-6:30 p.m.</p>	<p>9</p>	<p>10 First Grade Mother's Day Celebration</p>	<p>11</p>
<p>12</p>	<p>13 Tentative Fifth Grade Challenger Trip</p>	<p>14</p>	<p>15 Tentative Fifth Grade Conservation Day</p>	<p>16 Tentative Fourth Grade Safety Day  EPTO Meeting 6:00 p.m.</p>	<p>17 Tentative Kindergarten Field Trip to the Fish Hatchery  PreK Graduation 6:00 p.m.</p>	<p>18</p>
<b>Teacher Appreciation Week</b>						
<p>19</p>	<p>20 Fourth Grade Colonial Village</p>	<p>21 Tentative Fourth Grade Woodhick Day</p>	<p>22 Field Day</p>	<p>23 Field Day Rain Date</p>	<p>24 First Grade Spelling Bee  Kindergarten Celebration 1:00 p.m.</p>	<p>25</p>
<p>26</p>	<p>27 No School  Memorial Day</p>	<p>28 PreK Water Day</p>	<p>29</p>	<p>30 Last Day for Students Early Dismissal 11:35 p.m. PreK both Classes in the a.m. Awards Assembly</p>	<p>31 Teacher In-Service Commencement</p>	

# June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>“Education is the movement from darkness to light.”</b> ~Allan Bloom</p>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	"The best way to predict your future is to create it." ~Abraham Lincoln		

## 2023 OSWAYO VALLEY SCHOOL DISTRICT 2024

<p style="text-align: center;"><b>July 2023</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;"><b>August 2023</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;"><b>September 2023</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p style="text-align: center;"><b>October 2023</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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- July 4 ..... Offices Closed
- Aug. 21, 23 ..... In-Service Day  
No School for Students
- Aug. 22 ..... Act 80 Day  
Evening Meet the Teacher  
5:30 - 7:30
- Aug. 24 ..... First Day for Students
- Sept. 4 ..... Labor Day  
Schools and Offices Closed
- Oct. 9 ..... In-Service Day  
No School For Students
- Nov.6 ..... Act 80 Day  
Parent Conferences  
11:00 - 6:00
- Nov. 22 ..... Early Dismissal
- Nov. 23 -27 ..... Thanksgiving Break  
Schools and Offices Closed
- Dec. 22 - Jan. 2 . Winter Holiday  
Schools and Offices Closed
- Jan. 3 ..... School Resumes
- Jan. 15 ..... In-Service Day  
No School for Students
- Feb. 16, 19 ..... Make-Up Day #1 and #2
- Mar. 8 ..... School and Offices Closed
- Mar. 28 ..... Make-Up Day #3
- Mar. 29-Apr. 1 ... Spring Holiday  
School and Offices Closed
- Apr. 2 ..... Make-Up Day #4
- May 27 ..... Memorial Day  
Schools and Offices Closed
- May 30 ..... Early Dismissal  
Last day of School for Students
- May 31 ..... In-Service Day  
Commencement

<p><b>Make-up Days</b></p> <p>February 16, 19 March 28 April 2</p>	<p><b>ACT 80/ In-Service</b></p> <p>August 21-23 October 9 November 6 January 15 May 31</p>
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**End of Marking Period**  
 October 26  
 January 12  
 March 21  
 May 30

"Regardless of the program, television-watching inhibits the development of initiative, curiosity, resourcefulness, creativity, motivation, imagination, reasoning and problem-solving abilities, communication skills, fine and gross-motor skills, and hand-eye coordination." — John Rosemond



# OSWAYO VALLEY SCHOOL DISTRICT



## School Board Members

Mr. Kayle Perkins ..... President - Region III  
 Mr. Douglas Resig ..... Vice-President - Region I  
 Mrs. Amy Yohe ..... Board Secretary (non-voting member)  
 Mrs. Chloe Blauvelt ..... Treasurer - Region II  
 Mrs. Linda Burks ..... Region I  
 Mrs. Deann Bonney ..... Region II  
 Mr. Derek Worthington ..... Region II  
 Ms. Kimberley Voorhees ..... Region II  
 Mrs. Wendy Whitman ..... Region III  
 TBA ..... Region III

## District Administration

Jed Hamberger ..... Superintendent  
 Mrs. Amy Yohe ..... Business Manager  
 Mrs. Christi Stedman ..... Admin Assistant to Superintendent  
 Mrs. Nedra Gross ..... Admin Assistant to Business Manager  
 Mr. William Howard ..... Director of Student Activities  
 Mr. Trent Bryant ..... Maintenance Supervisor

## Board Solicitors

Mr. Timothy Sennett ..... Knox McLaughlin Gornall & Sennett, P.C.  
 Mr. Mark Wassell ..... Knox McLaughlin Gornall & Sennett, P.C.

## Elementary Faculty

Ms. Erika Emerick ..... Principal  
 Mrs. Cherrie Kouhout ..... Admin. Assistant  
 Ms. Angela Seal ..... PreK  
 Mrs. Danielle Bryant ..... Kindergarten  
 Mrs. Nicole Resig ..... Kindergarten  
 Mrs. Amanda Haynes ..... Grade 1  
 Mrs. Kara German ..... Grade 1  
 Miss Caitlin Stickle ..... Grade 2  
 Miss Sabrina Stevens ..... Grade 2  
 Mr. Donny Norton ..... Grade 3  
 Ms. Lori Edgar ..... Grade 3  
 Miss Sarah Wheaton ..... Grade 4  
 Ms. April Castano ..... Grade 4  
 Mrs. Jennifer Hoffman ..... Grade 5  
 Mr. Gabriel Higley ..... Grade 5  
 Mrs. Valerie Shaffer ..... Reading  
 Ms. Melissa Causer ..... Art  
 TBD ..... Music  
 Mr. James Resig ..... STEM  
 Ms. April Mashensic ..... Physical Education  
 Mrs. Paula Moyer ..... Special Education  
 Ms. Hillary Long ..... Special Education  
 Ms. Nicole Matthews ..... School Nurse  
 Mrs. Ashley Jandrew ..... Nurse Assistant

## Faculty Service Providers

Mrs. Rebecca Zurrell ..... Physical Therapist  
 Mrs. Beth Stauffer ..... Occupational Therapist  
 Mr. Josh Consider ..... School Psychologist  
 Mrs. Kathleen Bostjancic ..... Special Education Supervisor  
 TBA ..... Intensive Case Manager  
 Mr. John Turek ..... Technology Contractor  
 Mrs. Misty Torrey ..... Speech Therapist  
 Ms. LaShanda Lyons ..... IU Instructional Aide  
 Mrs. Abby Drake ..... IU Instructional Aide  
 Ms. Chelsea Bean ..... IU Instructional Aid

## Instructional Aides

Mrs. Lorraine Mitchell ..... District  
 Mrs. Alyshia Gomez ..... District  
 Mrs. Annie Abdo ..... District  
 Mrs. Tabitha Allen ..... District  
 Mrs. Dawn Urban ..... District

## Cafeteria Staff

Mrs. Deb McDonald ..... Cafeteria  
 Mrs. Deb Payne ..... Cafeteria  
 Mrs. Sarah Simons ..... Cafeteria  
 Mrs. Jodi Harvey ..... Cafeteria

## Custodial Staff

Mr. Donnie Serkleski ..... Daytime Custodian  
 Mr. Gerry Mitchell ..... Evening Custodian

## Important Numbers

Elementary School ..... 814-260-1702  
 District Office ..... 814-260-1700  
 Middle School/High School ..... 814-260-1701  
 Elementary Health Office ..... ext. 565  
 Muccio Bus Company ..... 814-426-4018

**Elementary Office Hours** ..... 7:00-4:00 PM  
**Summer Office Hours** ..... 7:00-3:00 PM

The Oswayo Valley School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services



## GENERAL INFORMATION

### Schedule

Outer Doors/Foyer Opens .....	7:40 AM
Cafeteria Opens .....	7:40 AM
Breakfast is Served .....	7:40 AM
Homeroom Bell.....	7:55 AM
Announcements / Flag Salute .....	8:05 AM
Late Bell / Tardy .....	8:10 AM
Dismissal .....	2:55 PM

### Elementary Parent Teacher Organization - EPTO

Meets the 3rd Thursday of each Month.....	6:30 PM
Mrs. Randi Willetts.....	President
Mrs. Delsie Milliken.....	Vice - President
Mrs. Valerie Shaffer.....	Secretary
Mrs Kara German.....	Treasurer
Mrs. Veronica Jones.....	Member
Mrs. Christina Walker .....	Member

### Early Dismissal

Announced in advance .....	12:35 PM
Urgent and Unannounced .....	To Be Determined

**Emergency Closings – ONE CALL NOW** will contact the phone number given for each student, in addition, information will be passed through cancellations.com; Local radio stations and Buffalo TV and news channels, and the School Website: oswayovalley.com

### PreK Counts

To be eligible for PreK, a child must be 4 years old before September 1 and be a resident of the district.

### Audience and Attendance at School Programs

#### Occupancy will be limited to 607

Parents attending programs in the gym will be required to be seated during the event. Picture-taking is welcomed but should not be disruptive to the child. PLEASE do not photograph or publish to a social media site without the permission of the child's parents. Special opportunities for photography may be provided with details and procedures to be announced prior to the beginning of the event by the administration or designee.

**NO FOOD or BEVERAGES** are permitted in the gym. This will be enforced.

### Homeroom Parents and Friends

There are occasions when a classroom teacher may request the assistance of a volunteer to serve a unique purpose in the classroom. Parents and friends desiring to volunteer should make their wishes known to the classroom teacher in writing and then wait to be contacted by the teacher. It is at the discretion of the teacher and administration to determine the classroom need for volunteers and to select the volunteers. Attending the classroom on a frequent or regular basis or for unique circumstances will require the volunteer to seek appropriate clearances for child abuse and a criminal background check.

### Birthday Treats and Party Treats

Classroom teachers will establish guidelines for receiving party treats. Parents should be advised that the school operates within the guidelines of the Wellness Policy established by the School Board. Policy #246 (see also Student Wellness pg, 22)

### Chain of Command

Concerns with regard to students should be directed to the classroom teacher as a written note or phone call. Teachers will return a phone call or written letter during planning times or at the end of the school day, please allow a 24 hour turn-around. A conference may be scheduled to discuss the issue. Most issues can be resolved at the teacher-parent level.



When necessary, parents should not hesitate to make an appointment with the principal. If the issue is not resolved at the principal-parent level, the superintendent may be contacted. The final step in the series is communication with the school board. You may be asked to state your concerns in writing.



## GENERAL INFORMATION — *Cont'd.*

### Services for Children

#### CHIP INSURANCE

Pennsylvania Children's Health Plan  
<http://www.smarthealthinsurance.net>

**MOBILE Dentist** ..... Contact the School Nurse

#### OUTSIDE AGENCIES

Beacon Light Behavioral Health System ..... 800-994-6610  
Care for Children ..... 814-362-4621  
Dickinson Mental Health..... 814-274-8651  
Sagewood Inc..... 814- 274-1121  
Shriner's Hospital in Erie, PA ..... 814- 875-8700  
Potter County Children and Youth Service..... 800-800-2560  
McKean County Children and Youth Services ..... 814-887-3350  
Child Abuse HOTLINE..... 800-932-0313



### Change of Address, Student Transfers and Student Records

Students **moving within the district** should notify the office as soon as possible with the new address. Proof of residence will be required. Transportation changes must be done through the elementary office.

Students **moving out of the district** should notify the office as early as possible. A request for records will be made upon registering at the receiving school.

Student records are maintained for each student and may be accessed by parents upon request. Records may be sent to outside agencies, other schools, programs, etc. only when written parental permission is provided.

Parents may have copies of any and all records upon request. As a courtesy, the office staff requests a 24 hour notice when possible.

### Caring about Community Service

#### Jump Rope for Heart Grades 3-5

Under the direction of the Phys Ed Teacher, students participate in the American Heart Association Program to raise awareness of heart health and for supporting research. Since 2005 students have collected \$67,000.

#### Can Tabs for Student Charities

Can tabs are collected year-round and placed in barrels in the school lobby. The tabs are recycled with the proceeds benefiting cancer research. Since 2008 more than 1-2 tons of can tabs have been collected.

#### Alex's Lemonade Stand

Lemonade is provided at various activities at school with donations being sent to support cancer research. This project is a tribute to our student(s) who have been diagnosed with cancer. Lemonade is the official drink of the elementary school.

### Support for Elementary Projects

#### SCHOOL PICTURES

Fall and spring school pictures will be taken. Purchasing the pictures is optional. A variety of purchasing plans are provided through Inter-State Studio, the school photographer.

#### EPTO Fund Raisers

A variety of fund raisers are planned each year for school-wide activities. The EPTO has provided financial support for many school projects, admission costs for numerous field trips annually, and refreshments for events. Please volunteer and support the organization which supports our school.

### Local community and business support

Many local community organizations and businesses continue to support all students and events within the Oswayo Valley Elementary School. Donations such as food, drinks, time, and money have been graciously given to the school to provide additional opportunities to students that go above and beyond the normal program allocations. It is this continued support that funds programs such as the Character Counts Store within the building.

## ACADEMIC INFORMATION

### Communication

[oswayovalley.com](http://oswayovalley.com)

#### Daily Folder

Parents are encouraged to check each child's daily folder for homework, upcoming events, school news, and individual concerns.

#### School Work and Papers

Students are encouraged to share their work at home. Posting work on the refrigerator can be very positive.

#### Written Notes

Parents are encouraged to write a note to a teacher for clarification or concerns, or to request a conference.

#### Phone Calls

Parents may call the school at any time to leave a message or to schedule a conference. Staff will return a call by the end of the next school day.

#### Report Cards

Quarterly report cards will be issued one week after each marking period. Teachers will prepare a semi-formal report in the weeks alternate to the quarterly report cards.

#### Conferences

Parents and teachers are encouraged to meet to discuss student progress and to develop plans for assisting the student or to address general learning. This is important for all students.

#### Meetings for Special Education

Students who have IEPs (Individual Education Programs) will have an annual IEP review or more frequent parent meetings as necessary. In addition, there will be evaluation and re-evaluation meetings and advanced planning.



### STANDARDIZED ASSESSMENT PLAN

#### Grades 3-8

#### PSSA - State Assessment English Language Arts

April 22-26  
(mornings only)

#### Grades 3-8

#### PSSA - State Assessment Math

April 30, May 1  
(mornings only)

#### Grade 3-8

#### PSSA - State Assessment Science Grade

May 1-2

#### K - 5

#### AimswEB Benchmarking and Progress Monitoring

Reading and Math  
September, January, May

### Textbooks and Materials

*Wonders* (McGraw-Hill 2017)

Go MATH (Houghton Mifflin 2015)

*Science: Inspire Science*

Literature Based Grades K-5 Social Studies

Aims Web Benchmarking/Progress Monitoring

#### Intervention Materials (not an inclusive list)

*Stepping Stones to Literacy*

PALS

*Book Buddies*

*Rocket Math*

*Handwriting without Tears*

*Rewards for Reading*

*SRA Reading Lab*

*West Virginia Phonics*

*Heggerty*

RAVE-O

ECRI

#### Technology Software (not an inclusive list)

*Study Island*

*Power Library*

*Accelerated Reader*

*Edutyping*

LEXIA

Smart TV's..... Grades 1-5 Classrooms

One computer lab (intermediate wing)

#### Websites for Parents:

[oswayovalley.com](http://oswayovalley.com)

PA Department of Education.[education.pa.gov](http://education.pa.gov)

PA Training and Technical

Network/PATTAN.....[PATTAN.net](http://PATTAN.net)

Seneca Highlands Intermediate Unit 9.....[IU9.org](http://IU9.org)

(See District Website for additional sites)

#### Federal Programs at Oswayo Valley

OV has SCHOOL-WIDE TITLE I Status. All students may receive benefits and services from federal monies issued to the district.

## ATTENDANCE INFORMATION

### School Attendance

For most children attending school is something that they value. Efforts are made throughout the curriculum to make learning fun and enjoyable. A number of children might say they don't *like school*, but based on other data, we believe most are favorable to the physical, social, emotional, and academic environment of school.

It is the legal responsibility of parents to ensure that children attend school. Failure to ensure that a child attends school can lead to serious parental consequences such as fines, imprisonment, and/ or referrals to child advocate authorities.

### Educational Field Trips

Educational Field Trips may be approved when there is an educational benefit for the student. Requests for approval must be made not less than one week prior to the student leaving. The decision to approve the days will be based on the student's academic progress and school attendance. It will be necessary for the student to make-up school work missed during the time away from school.

An Educational Field Trip form may be obtained from the elementary office, on the district website: [oswayovalley.com](http://oswayovalley.com), or in the Appendix of this handbook

**Educational Field Trips will not be approved for the week/s of PSSA statewide assessments.**



### Behavior During School Absence

When a student is absent from school for lawful reasons, it is the expectation that the student remain at home or in a home-like environment, hospital, treatment facility, etc. Public appearances, outdoor activities, and pleasurable experiences raise issues of concern about the necessity for the student's absence.

### Reasons for Absences with Lawful Excuse

- **Illness** -Where there is elevated temperature, vomiting, diarrhea, infectious conditions, etc.
- **Medical Attention**
- **Dental Attention**
- **Quarantine**
- **Death in the Immediate Family**
- **Impassable Roads**
- **Authorized Religious Holidays**
- **Absences Approved in Advance by the Principal for travel or other educational benefit**

**If a written excuse is not provided within three days of the absence, the days will be considered unlawful or unexcused.** It is the responsibility of the parent to provide the proper written documentation.

### Appointments During School Hours

When possible, parents should schedule appointments at times other than regular school hours. Students will be excused for medical, dental, court, and counseling with proper documentation that the child attended a scheduled appointment. A note should be presented to the school prior to the student leaving and a verification from the professional or agency should be presented upon returning.

### Leaving School During the School Day

(See also Illness at School under HEALTH INFO)

The school nurse will determine when a parent should be contacted for illness, injury, or other physical reasons. The contact numbers provided on the EMERGENCY CARD in the order provided will be used unless the parent provides an alternate number in writing or verbally makes a request specific to the incident.

When the student leaves for illness or related reasons, the amount of time will be considered as absent, but will not become part of the accumulated attendance record.

### Absence Procedures

When a child is going to be absent, the parent should contact the school and report the reason to the nurse or secretary between 7:30-8:30 am. The school answering machine will also record messages any time of day or night for your convenience.

Pennsylvania State Law requires that students absent for three (3) consecutive days or more than ten (10) days for the total school year for any reason will require a medical doctor's verification of the absence. Habitual and long term absences will be reviewed by the administration.

Students entering school after 8:10 but before 8:55 will be considered *Tardy*. Students will be considered absent for ½ day when arriving after 8:55 but before 11:00. Students leaving after 11:00 will be considered absent for ½ day. Students leaving before 2:10 will be considered absent for ½ day.

### Extracurricular Activities /School Absence

Students who are absent from school may not participate in an after school, evening, or weekend school activity unless permitted by the school principal. Parents should make the request known to the principal prior to the end of the school day for review.

### Returning to School After Absence

Students returning to school after **three** or more consecutive days will be admitted after the school nurse has determined that the student is well enough to be in school.

Students returning to school after illness should be fever free (below 100°) for 24 hours without the use of fever reducing medication such as Tylenol and Ibuprofen. Likewise, they should be free of vomiting and diarrhea for 24 hours.

Students who are returning after an infestation or quarantine will be admitted after the school nurse has determined that the students are not infectious to others and are well enough to be in school.

## CAFETERIA SERVICES INFORMATION

### PAYING THE CAFETERIA

It is recommended that parents place the weekly (monthly or more) amount of money in an envelope with the child's name and account number clearly on the front and amount of deposit. Cash is accepted, but checks are preferred.

Each student is issued an account number and the account is managed by computer. Daily charges will be subtracted from the account. You may request a detailed listing of the activity on the account by contacting the Food Service Director or it can be accessed online through FOCUS. Deposits can also be made online.

It is the responsibility of the parent to keep a positive balance in the account. CHARGING MEALS is not acceptable. If a child's balance is negative, no *extra entrées* may be purchased. Negative account statements will be issued regularly. Delinquent account information will be forwarded to the superintendent.

Checks returned for NSF will also be charged for the bank fee. The debt must be reconciled within 2 weeks or will be forwarded for *claims*.

### GENERAL RULES AND DETAILS

Lunch time is a time when students should relax and interact with friends. Each child is expected to remain seated, speak in a quiet voice, and be respectful of others. Children should ask for assistance by raising their hand and waiting until an adult can help. Students will be supervised by cafeteria aides, teachers, and volunteers. Students will be responsible for emptying their trays and silverware, scraping uneaten food, and disposing of paper products.

**Lunch menus are available  
on the school website.**

### FREE & REDUCED LUNCH PROGRAM

The federal free or reduced lunch program is available to families who qualify based on income or disability. Applications are distributed to all students; however, when financial circumstances change, applications may be requested through the district office. All applications are kept confidential with the business and cafeteria management. Students receive a regular account number for the cafeteria and therefore no other student or staff are aware of their eligibility. Applications can also be filled out online @ [www.paschoolmeals.com](http://www.paschoolmeals.com)

### EXPECTATIONS

- Good table manners will be practiced.
- Hands will be washed before and after eating.
- Sharing and trading food is not permitted.
- Spilled food will be cleaned up by the student and assisted by the cafeteria aide. It may require using the mop or broom.
- Pop and carbonated beverages are not permitted. High fructose beverages are discouraged.
- Food and drink may not be taken from the cafeteria except under the supervision of the staff.
- Lunch boxes and containers must be well marked with the student's name.
- Lunch boxes and containers must be kept clean and sanitary.
- Packed lunches should meet high standards for being nutritionally balanced.
- Large amounts of candy, chips, and snack foods are not acceptable.



### Cafeteria

Food Service Director..... Mrs. Sharron Gustin

**Breakfast** ..... 7:40-8:05

Main entrée, fruit or juice, milk  
(must take at least 1/2 cup fruit or vegetable)

**Lunch**..... 11:00-12:45

Main entrée, choice of fruit, vegetable, bread, and milk.  
Choice of juice on Tuesdays and Thursdays  
(must take at least 1/2 cup fruit or vegetable)

**Lunch**.....\$2.40 .....\$.40 (reduced)

**Breakfast** .....\$1.20 .....\$.30 (reduced)

**Additional entrées** .....\$1.35

**Milk**.....\$ .30

**Weekly cost** (lunch).....\$11.00 .....\$2.00 (reduced)

**Weekly cost** (breakfast)...\$6.00

**Water will be provided in the cafeteria. Students should not bring additional drinks to the cafeteria unless it has been approved by the school nurse and is for health reasons.**

### CAFETERIA OPERATION & NON-DISCRIMINATION

The cafeteria is operated in accordance with the United States Department of Agriculture (USDA). Policy prohibits discrimination on the basis of race, sex, age, handicap, religion, or national origin. To file a complaint of discrimination, write:

**USDA, Director, Office of Civil Rights**  
1400 Independence Avenue, SW,  
Washington, DC 20250-9410  
or call 800-795-3272 or 202-720-6382 (TTY)  
**USDA is an Equal Opportunity Employer.**

#### Cafeteria Staff:

Mrs. Deb McDonald  
Mrs. Deb Payne  
Mrs. Sarah Simons  
Mrs. Jodi Harvey

## HEALTH SERVICES INFORMATION



### HEALTH SCREENINGS

<b>Elementary Screenings</b> .....	Upon Request at Any Time
<b>Auditory Acuity</b> .....	PreK-3 annually
<b>Visual Acuity</b> .....	PreK-5 annually
<b>Growth</b> .....	PreK-5
	<i>Height, Weight, BMI (Body Mass Index)</i>
<b>Scoliosis</b> .....	Middle School
<b>Physicals</b> .....	Entry Level
	<i>By family Health Care provider or school physician.</i>
<b>Dental</b> .....	Entry Level and 3
	<i>By family dentist, mobile dentist, or school dentist.</i>

### SCHOOL NURSE

Ms. Nicole Matthews .. 260-1701 or 260-1702

Health and Wellness are essential parts of school programming. The role of the school nurse is to be a leader in promoting wellness and healthy living habits. This includes, but is not limited to immunizations, nutrition, exercise, hygiene, mental health support, emergency management, critical and chronic illness care and management, and communicable disease management. The school nurse is also a part of the school safety team and serves the district at both schools.

The school nurse is often the first level in helping a child. They caringly provide support for emotional crisis, physical ailments, and frequently become a student's best friend in times of need. Parents are advised to become well acquainted with the school nurse and learn what excellent resources they can provide.

### OTHER MEDICAL STAFF

Shinglehouse Health -UPMC Cole...School Physicians  
 Dr. Shane Blake ..... School Dentist  
 Care for Children ..... OT and PT Evaluations

### THE EMERGENCY FORM

Parents are required to complete and to keep the information current. It contains critical information and is kept confidential in the Health Office. Information must be updated annually and kept in accordance to HIPAA regulations.

### MEDICAL ADMINISTRATION

Medications (prescription and non-prescription) to be administered to a student during the school day must be delivered to the school in the original labeled container. The label should include the Child's Name; Doctor's Name; Medication Name; Medication Dosage; and Time to be administered.

The Authorization for Medication form must be signed by the parent prior to the medication being given. Prescription medication will require a signature by the prescribing physician. The school nurse may fax the form to the doctor's office when necessary. *(See Medication and*

*Health Form in Appendix)* These forms may be downloaded from the school's web page Health Link.

### HEAD LICE

Random or routine head checks will be made for any or all students. Where there is evidence of the problem, parents will be notified according to the current school board policy.

### ILLNESS at SCHOOL

Students who become ill during the school day will be offered the opportunity to lie down in the health room as the school nurse assesses their needs. Frequently, the child will rest and feel well enough to return to the classroom; in other cases, when their condition warrants the need to leave school, a person named on the *Emergency Card* will be contacted.

The School Nurse will communicate with the parent or designee as the situation develops. There may be times that a short-term office visit determined to be minor and brief that the parent is not notified. The decision is at the discretion of the nurse. \* See also attendance on page 18.

### ACCIDENTS and MEDICAL EMERGENCIES at SCHOOL

Procedures for Safety are practiced throughout the school and facilities. Unfortunately, accidents can occur and may require medical attention.

- First Aid shall be administered. (Nurse or Staff)
- 911 will be called when necessary.
- Parent or designee will be contacted to make a plan for follow-up.
- The school district carries insurance which is a secondary provider for medical expenses.

Minor scrapes, cuts, bruises, etc. will be treated at the discretion of the school nurse. Vomiting, nose bleeds, soiling or wetting, etc. will be cared for by the school nurse or by others in consultation with the school nurse.

**STUDENT BEHAVIOR and DISCIPLINE PLAN (see also Transportation Pg. 25)**

Elementary Level 1 Infractions	Consequences: Guidelines for Determining Appropriate Consequences
<b>Examples of offenses, but not limited to the following</b>	<b>Examples of, but not limited to, the following: Parent Contact for persistent Level 1 Infractions or based on the seriousness of the infraction.</b>
General Disregard for Rules Classroom; School Building and Facility; Bus/Transportation; Walking Routes; Playground; Cafeteria; Bathroom; Field Trip; Extra Curricular Events	Discussion with Student, Warning, Temporary loss of privileges, activity, lunch with peers, After School detention; School/Community Service
Offensive Language; Swearing; Profanity; Disrespectful Comments	
Disruptive Attire or Gestures	
Bullying; Harassment, Gestures	
Gossiping, Telling Falsehoods; Instigating Trouble; Inflammatory Remarks	
Destruction of School Property	
Dress Code Violation	
	Restitution
	Discussion with Student; Inform Parent; Ask for appropriate replacement

Elementary Level 2 Infractions	Consequences: Guidelines for Determining Appropriate Consequences				
<b>Examples of offenses, but not limited to, the following:</b>	<b>Examples of, but not limited to, the following:</b>				
Offense	1st Offense	2nd Offense	3rd Offense	Other	
Persistent Level 1 Infractions; Defiance of Rules: Classroom, School Building and Facility, Walking Routes, Playground, Cafeteria, Bathroom, Field Trip, Extra Curricular Events	Loss of Privilege, School Service, After School Detention	Loss of Privilege, School Service, After School Detention	Loss of Privilege, School Service, After School Detention	Loss of Privilege, School Service, Saturday Detention	
Bus/Transportation: Referral from Driver or others	Letter of Warning	1-3 Days Bus Suspension	3-7 Days Bus Suspension	Remainder of year Bus Suspension	
Defiance and use of offensive language, swearing, or profanity directed at another student or staff	Loss of Privileges, School Service, After School Detention	Loss of Privileges, School Service, After School Detention	Loss of Privileges, School Service, After School Detention	Saturday Detention, In-School Suspension	
Threatening a School Official	After School Detention, In-School Suspension	After School Detention, In-School Suspension	Referral to Outside Agency	Behavior Management Plan	
Fighting with Intent to do Bodily Harm	In-School Suspension	In-School Suspension, Referral to outside agency	In-School Suspension, Referral to outside agency	Behavior Management Plan	
Misuse of Internet Privileges or Electronic Devices	Temporary loss of Internet	Long-term loss of Internet	Loss of Internet for the remainder of the school year		
Bullying; Harassment; Racial/Ethnic Intimidation	School Service, After School Detention	School Service, After School Detention	In-School Suspension	Saturday Detention	
Repeated Destruction of School Property	Restitution, Loss of Privileges, After School Detention	Restitution, Saturday Detention, Referral to Outside Agency	Restitution, Saturday Detention, Referral to Outside Agency		
Threatening Gestures toward others	Loss of Privileges, School Service, After School Detention	Loss of Privileges, School Service, After School Detention	In-School Suspension	Behavior Management Plan	

Elementary Level 3 Infractions	Consequences: Guidelines for Determining Appropriate Consequences	
<b>Examples of offenses, but not limited to, the following:</b>	<b>Examples of but not limited to the following Parent Contact for persistent Level 1 Infractions or based on the seriousness of the infraction.</b>	
Persistent Repeating of Level 2 Infractions	Warning with Consequences from Level 2 Possible In-School Suspension Temporary Out of School Suspension Legal Action Agency Referral Restitution	Full Suspension or Expulsion Superintendent's Hearing School Board Hearing Legal Action
Tobacco Violations		
Possession of unauthorized substances; Alcohol, Drugs, Controlled Substances		
Fighting or Physical Contact with the intent to do Bodily Harm		
Serious Bullying; Serious Harassment		
Indecent Exposure		
Possession of Dangerous Objects Such As Lighters, Matches, Knives, Fire Crackers, Gun Shells, Fish Hooks, etc.		
Theft or Possession of Stolen Property		
Vandalism		
Vaping - eCigarettes		

Elementary Level 4 Infractions	Consequences: Guidelines for Determining Appropriate Consequences	
Possession of Firearm	Immediate Legal Action Contact to Parent Action that could lead to Suspension or Expulsion from School	
Possession of a Weapon (Knife, Cutting Instrument, BB Pellet Gun, Street Weapons, Sharpened Metal, etc.)		
Arson		
Extortion		
Theft or Possession of Stolen Property		
Bomb Threat, False Fire Alarms/Intentional and Malicious		
Assault and Battery		

## STUDENT MANAGEMENT

### Building Safety

Rules and guidelines have been established to protect all students. The building will be locked throughout the school day with ONLY the front door being accessible to the public.

Parents will not be permitted past the lobby unless an appointment has been made. Parents or other adults arriving for scheduled conferences or meetings will be asked to sign-in at the office, secure a name badge, and be escorted to their destination.

Security cameras assist with monitoring building activities.

### Dress Code

Student dress and grooming is the responsibility of the student and parent unless there is a safety or health hazard, or if the apparel is distracting and therefore interferes with educational processes.

When a student's apparel is considered inappropriate, the student will be asked to make an adjustment. A parent may be contacted to make a correction by replacing the item.

- Clothing which allows undergarments to be seen is unacceptable. Clothing that advocates activities that are illegal for students are prohibited. All messages should be in good taste.
- Shirts and tops should reflect a positive, wholesome image. Bare midriffs, halter tops, muscle shirts, and strapless shirts are unacceptable. Shirts with straps should have straps that are *three-fingers wide*. Shirts and tops must overlap and cover the waist and midriff *at all times*.
- Pants, shorts, and skirts should be properly fitted for comfort and appearance. The appropriate length is *just above the knee*. Running shorts, biker shorts, spandex, etc. are not appropriate for school.
- Shoes must be worn at all times. Sneakers are necessary for Phys. Ed. class and playground. They are recommended for general wear. Flip-Flops and sandals similar to flip-flops are prohibited. Shoes should be age appropriate and fit properly for safety reasons.

During the colder months, students should wear long sleeves and layers of clothing which can be adjusted according to comfort needs. Socks worn with shoes are strongly recommended. Coats are not permitted to be worn during the school day except for emergency situations.

During the winter students should wear coats that zip, button, or fasten. They should wear hats, mittens or gloves, and boots.

### Electronic Devices

Electronic devices such as cell phones, CD players, head phones, electronic games, etc. are not permitted outside of a students' backpack/locker during the school day. The device will be confiscated until a time when a parent can pick it up in the office.

Students who desire to have electronics on the bus or after school shall take full responsibility if the device is broken, lost, or stolen. The student must exercise volume control and not interfere with bus management. The device is not to be shared with others. The principal may revoke the privilege.

### Homework Policy

Elementary School homework should complement school instruction. Assignments should help the child to develop responsibility, good study habits, and organizational skills. Homework should provide practice and reinforcement of skills presented by the teacher, broaden areas of interest through enrichment, and provide an opportunity for parents to be aware of what their child is learning.

Homework should not interfere with the proper development of a student's health, nor should it interfere with the student assuming responsibilities at home.

Homework should not exceed 20 minutes for primary students and 40 minutes for intermediate students. Students should be able to complete the homework with minimal, if any, help. If the student does not understand the homework, the teacher should be contacted the next school day to resolve the needs of the student.

Students will carry assignments and materials in backpacks and folders. Intermediate students will be provided with a *Student Planner* to document assignments, tests, projects, etc. Parents should be aware that notes and communication may also be contained in the student planner.

Students missing school will be expected to make-up missed work. Assignments may be obtained at the office each day after 2 pm or when the student returns to school.

If a student does not have homework, parents should discuss the possible reason: the student is completing it in school; not writing down the assignment; or failing to take it home. Students should be encouraged to develop good habits for homework.

### Emergency Dismissal Plans

When it is necessary to dismiss school early for bad weather, power outages, or other causes, parents will be contacted through One Call Now and other media when available.

It is essential that each child has an Emergency Plan stating where the child is to be sent and who will be responsible (see appendix). During emergency situations, school phone lines and staff will be unavailable to take parent phone calls making arrangements, so PLEASE be prepared for your child to follow the plan.

### Student Wellness

Our school has adopted the Pennsylvania Department of Education Standards for Nutrition. The standards require that fewer (up to 3) high-sugar foods be served at classroom and holiday parties. Parties must have fruit and/or vegetable alternatives and healthy drinks such as water, juice, or milk.

Each grade level has a scheduled daily recess of 20 or more minutes depending on the grade level. PreK has 30 minutes of physical education 1 day out of the 6 day rotation; K-5 have 50 minutes of physical education 3 days out of the 6 day rotation. Only in rare circumstances will a student's recess be revoked.

A Walk-At-Recess program has been established for students to clock their steps according to the inside and outside courses. Rewards and recognition will be given to students for mileage and distance benchmarks. In addition, Wednesdays have been deemed *Walking Wednesdays* and all students are asked to walk for good health.

Student information for Body Mass Index (BMI) is calculated and documented by the school nurse. This is a direct request of the PA Department of Health.

It is highly recommended that extras in the cafeteria will be provided ONLY after a child has eaten a complete lunch consisting of the main entrée, vegetable, fruit, and milk. Students should be encouraged to eat a balanced meal and to observe appropriate portion controls. Parents are advised to promote healthy eating for all students.

#### Gum and Candy Are Not Permitted

Gum is not permitted in the building. Candy is permitted only in the personal lunch of a student and in keeping with PDE standards for food. This directive pertains to wellness, safety, and building maintenance.



## STUDENT INFORMATION

TRUSTWORTHINESS

FAIRNESS

CARING

CITIZENSHIP

RESPECT

RESPONSIBILITY

### Behavior Management

Behavior Management and discipline at the elementary level shall be based on elements of making wise choices in everything a student does and learning the consequences for poor choices. Consequences for unacceptable behavior will be provided with age-appropriateness and with dignity. It is the intent of our school to be proactive and assure students learn that there are true rewards for good behavior.

Positive behavior will be accomplished, in part, through modeling good behaviors, setting clear rules for conduct, redirecting students as necessary, intervening with an individual with minimal impact on the activity, removing the student briefly from a situation and then returning with a corrective expectation. Most behaviors can be addressed in the simple steps as stated.

When persistent negative behaviors occur, a more detailed plan will be implemented. Parents will be notified accordingly.



### Anti-Harassment and Bullying

The district is committed to a safe, positive learning climate in the schools. Therefore, harassment in any form will not be tolerated. Harassment shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. When harassment needs to be reported the following steps will be taken:

- 1) Reporting
  - 2) Investigation
  - 3) Investigative Report
  - 4) District Action
- (See also OVSD Policy 248)

The district does not condone an atmosphere where there is fear of intimidation; anything that detracts from a safe learning environment, or where a violent situation could arise. (See also OVSD Policy 249)

### Bullying Definition [stopbullying.gov](http://stopbullying.gov)

Bullying is unwanted aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

#### Types of Bullying:

- Verbal bullying is saying or writing mean things.
- Social Bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.



## STUDENT SERVICES INFORMATION

### Extracurricular Music Activities

#### Instrumental Lessons

Music lessons for band instruments are available for students in Grades 4 and 5. Parents are responsible for the purchase or rental of the instrument and the lesson books. Each September, an *Instrument Rental Program* will be held in the evening. Individual or group lessons are given to students by the music teacher. Students will be held accountable for caring for the instrument and practicing regularly.

#### Activities

**Fourth Grade Band** - for students in the first year of lessons. They will rehearse one day each 6-day rotation starting in January. They will perform in the spring concert and march in area parades along with the fifth grade band members.

**Fifth Grade Band** - for second year musicians. They will rehearse one day each 6-day rotation throughout the year. They perform in the winter and spring concerts and march in area parades along with the fourth grade band members.

#### Song Fest and Band Fest

Fifth grade students who demonstrate advanced skills may be selected to participate in the spring at a hosting school within the Intermediate Unit 9.



### Extracurricular Fitness & Athletic Activities

Early Morning Fitness (7:30-8:00 AM) fall and spring available to students in Grades 3-5.

Students will learn the importance of fitness by participating in various cardiovascular activities, moderate and vigorous.

#### Intramural Athletics

Coordinated by the Activity Director and with coach volunteers, students have opportunities for basketball, volleyball, etc. Programs are established for students to learn fundamental skills and to have fun. Programs are available for boys and for girls when supervision and adult leadership is available.

#### Wellness Committee Sponsored Events

Jennifer Glogouski, Sharron Gustin, April Mashensic, Nicole Matthews. The committee organizes and hosts numerous activities throughout the year for both in school and out of school. Some activities are in conjunction with *Penn State Pro Wellness*, *Apple Crunch Day*, *Go for the Greens*, *Family Fun Nights*, *Fun Nights*, and *Walk at School* are just a few of the activities.

#### Walk-At-Recess

Students in first through grade five are encouraged to walk for meaningful fitness each recess. Wednesdays have been designated *Walking Wednesdays* and all students are expected to participate. Indoor and outdoor courses have been established. Students are rewarded for achieving benchmark distances with small token prizes. At the AWARDS ASSEMBLY, the final day of school, students are recognized for their achievements.

#### Recess and Outside Activities

When the temperature is 25 degrees or warmer and not inclement, students are scheduled for outside activities.



## TRANSPORTATION INFORMATION

### Bus

#### Director of Transportation

Mrs. Amy Yohe ..... 814-260-1700

#### Bus Company Owner/Operator

Muccio Transportation Service ..... 814-426-4018

Students on the bus are within the jurisdiction of the school authority and will follow the behavior plan of the school. Situations requiring disciplinary actions will be subject to the Elementary Discipline Policy. Bus rules may be established by the contractor and the driver; rules will meet elementary school approval in accordance to school board policy.

Bus drivers are responsible for the safety of all passengers and should not need to be disciplinarians. Students will be expected to follow the simple rules:

1. Remain seated in the assigned seat and facing forward at all times while the bus is moving.
2. Speak in a quiet, conversational voice at all times.
3. Keep feet and belongings out of the aisles.
4. Avoid eating or behaviors which annoy other passengers or create a safety hazard.
5. Practice positive behavior.

Students are expected to follow the immediate directives of the bus driver. In the event of repeated infractions or severe situations, the bus driver will use the *Discipline Report Form* to inform the Principal for appropriate consequences.

**First Offense** .....Warning

**Second Offense** .....1-3 Day Suspension

**Third Offense** .....3-7 Day Suspension

**Fourth Offense** .....Possible Suspension for the remainder of the school year.

#### Transportation Plans

All parents will be asked to complete a Transportation Plan which will be adhered to during the dismissal process. **Temporary changes** will be honored if a written request is provided on or before the morning of the change. When unusual circumstances create the need for a parent phone call with a request, it must be done prior to 2:00 PM if possible. **Permanent changes** will be made with the filing of a new transportation plan as necessary.

#### Students Requesting to Ride Alternate Bus Home with Another Student

Occasionally, students might request to ride to a friend's house, babysitter, etc. Both students will need to have written parental permission and requests may be refused or limited depending on the availability of seating on the bus.

All bus stops must be established and approved for the school year. Students may only get on/off at designated stops.

### Vehicles

Parents or their designee should obey the rules for traffic safety at all times. Failure to obey laws and ordinances are considered traffic violations. No vehicles should be left running and unattended on school property. Smoking and the use of tobacco and controlled substances on school property is a violation of federal law. Drivers should yield to school buses.

**7:00-7:30 AM** Buses and vehicles may share front driveway at the main entrance.

**7:40-8:00 AM** Vehicles **MUST** use smaller driveway in front of gym/music room area. Drivers should remain in vehicle; Children should exit on the school-side at the sidewalk leading to the door. Staff members will be at the door to greet the child. If it is necessary to walk your child to the door, please park in the parking spaces.

**2:45-3:10 PM** Buses **ONLY** in the front driveway at the main entrance.

**2:30-3:10 PM** Drivers should remain in the car. Please note that students walking home will be dismissed a couple of minutes before students being picked up. Please do not block the crosswalk between the school grounds and the playground while waiting to pick-up your student. Students not riding the school bus will be picked up at the back door of the KINDERGARTEN (Door F) wing of the school. Vehicles should line-up and wait until students are dismissed. According to vehicle line-up, students will be dismissed in small groups with vehicles advancing as more students are released.

**ALL students who will be leaving the building during the school day for extraneous reasons must be picked up at the office. A note should be sent with the child in advance when possible. Phone calls will be accepted under certain circumstances, but are not preferable.**

#### Dismissal Plan for Non-Vehicle Riding Students

##### Dismissal Plan for Non-Vehicle Riding Students

Students will be dismissed from Door G and escorted by a teacher across the crosswalk to the playground side of the grounds. Parents/adults waiting to walk with students should wait at the playground. At no time should students be walking amongst the cars waiting for pick up.

##### Parking at School Events

Parking will be available from 8:10-2:45 at the front of the building at the curb.

Parking will be available throughout the day and evening in the parking lot near the gym/music room entrance. **Please enter at the main front door and sign in.**

EVENING parking for special events such as concerts will also be available behind the elementary building with entrance at the library door.



### Walkers, Bicycles, etc.

Students are encouraged to ride bikes or walk to school when possible. Exercise is important! School rules are in affect between home and school.

Students should follow rules for safety and courtesy at all times.

Bicycles must obey all traffic laws and ordinances. Failure to obey rules may result in the loss of the privilege. Helmets and proper shoes will be required. Bikes should be placed in the bike rack near the side door. It is suggested that a locking device be used with each bicycle. The school will not be responsible for loss or damage.

Skate boards, roller blades, and other means of transportation are subject to special approval by the Principal. Parents and students should make their requests known and arrangements will be considered.

(Pennsylvania State Law requires all children age 12 and under to wear a helmet when riding a bicycle.)

Students will **ONLY** be released to parents, immediate family members, and designated persons listed on the child's *Emergency Plan*, or named on a written request provided to the elementary office. Phone calls with requests should be for urgent situations **ONLY** and prior to 2 PM on the day of the request.

## Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

## Notice to Parents

### Confidentiality of Information Evaluation Process

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

**This notice shall inform parents** throughout the Oswayo School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the Building Principal.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists:

- (i) The child's score on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help.

For additional information you may contact Seneca Highlands Intermediate Unit 9, Early Intervention Services. The telephone number for the Early Intervention Program is 814-887-9287.

Oswayo Valley School District and Intermediate Unit 9 maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest

confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Intermediate Unit staff at Seneca Highlands Intermediate Unit 9. The telephone number for the Early Intervention Program is 814-887-9287.

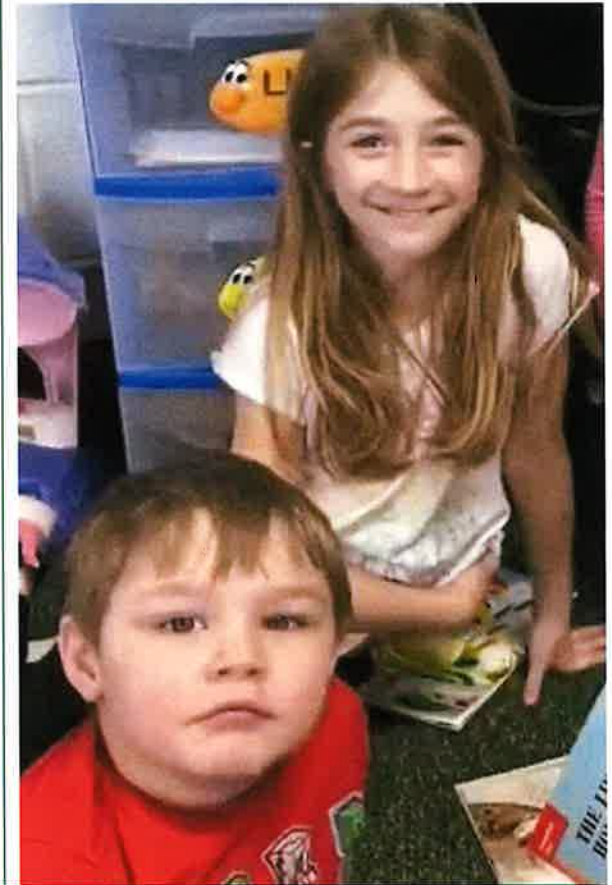
For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA). This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Seneca Highlands Intermediate Unit 9.

### Program Development

Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PATTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.



## Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

## Notice to Parents *Cont'd.*

### Services for School Age Children with Disabilities

Individuals with Disabilities Education Act Amendment 2004 (IDEA '04) requires that all children who are in need of special education services are identified, located, and evaluated. IDEA '04 requires each educational agency to publish a notice to parents in newspapers or other media before any major identification, location, or evaluation activity. Pennsylvania Special Education Regulations require each school district to fulfill the IDEA '04 notice requirement by providing this public notice. Another federal law, the Family Educational Rights and Privacy Act of 1972 (FERPA) protects confidentiality and requires educational agencies to notify parents annually of their confidentiality rights (FERPA Regulations were amended in 1996).

Oswayo Valley provides a Free Appropriate Public Education (FAPE) to children with disabilities, who need special education and related services. Students may receive related services such as vision and hearing support, speech and language therapy, occupational therapy, physical therapy, and/or special transportation. Special education programs and services are provided to students who are in need of specially designed instruction and who meet eligibility criteria for one or more of the following disabilities as defined by Pennsylvania State Regulations (Chapter 14):

**Autism Deafness  
Emotional Disturbance  
Mental Retardation  
Orthopedic Impairment  
Specific Learning Disability  
Traumatic Brain Injury**

**Deaf-Blindness  
Hearing Impairment  
Multiple Disabilities  
Other Health Impairment  
Speech and Language Impairment  
Visual Impairment Including Blindness**

The District also provides related services such as special transportation, speech and language therapy, vision and hearing support, physical therapy, and occupational therapy as needed to enable the student to benefit from their special education program. Additional information regarding special education services and programs and parental due process rights may be obtained by contacting the building principal, supervisor or special education, or superintendent.



### Mode of Communication

The content of this notice has been written in straightforward simple language. If there is a need for clarification, please contact the building principal or superintendent.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind, has no written language, or has other impairments that require assistance, the district will arrange for communication of their notice. The notice will be delivered in the mode normally used by the parent (e.g. sign language, Braille, other).

### Services for Students who are Gifted

Oswayo Valley utilizes a system to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction. Teachers and parents may request that students who are thought to be gifted be evaluated or screened by the school psychologist to determine eligibility for the enrichment program. Eligibility is based on mental measurement, achievement measurement, and other school progress measures.



### Services for Protected Handicapped Students Parent Right to file a Complaint

Students who are NOT eligible to receive special education programs and services may qualify for services as a protected handicapped student, and therefore be protected by other federal and state laws intended to prevent discrimination. This will be known as a **504 PLAN**. Oswayo Valley ensures that protected handicapped students have equal opportunity to participate in the school program/s and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with federal and state law, the district will provide each protected handicapped student without discrimination or cost to the student.

Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with FERPA.

*Complaints may be filed with the:*  
**Family Policy Compliance Office  
US Dept. of Ed.  
400 Maryland Ave., S.W.  
Washington DC 20202-4605**

## TITLE I Parent Involvement Policy and Right to Know

### Oswayo Valley Elementary Title I Parent and Family Engagement Policy 2023-2024 Reviewed and Revised June 2023

#### Purpose of Title 1

Oswayo Valley Elementary School believes that ongoing involvement as parents is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong parent-school partnership. To receive Title I funding for our school, programs that support parent involvement must be put in place and implemented. As a schoolwide Title 1 school, all students in the elementary school benefit from the funding and are considered participants. As a Title I school, we encourage parent involvement and plan meaningful activities in which parents and families may participate.

Annually, a Title I orientation meeting will be convened in conjunction with the open house night at the beginning of each school year. All parents will be invited and encouraged to attend. The purpose of the meeting will be to inform parents of the school's participation under Title I and II and to explain Title I requirements and parents' rights to be involved. Teachers will also inform parents regarding the curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

A group of parents, teachers, and administrators will be responsible for the construction and revision of this Parent Involvement Policy, the School-Wide Title I Plan, and the Parent - Teacher-Student Compacts.

The Parent-Teacher-Student Compact outlines how parents, the school staff, and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the State Standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the Oswayo Valley Student Handbook and will be sent home with each student, as well as being posted on the district website.

Oswayo Valley Elementary School will provide parents with timely and pertinent information regarding parent involvement in their child's achievement and the schools' performance in their native language. This will include but not be limited to, the following:

- Yearly Title I and Meet the Teacher Nights
- Family Fun Nights at the elementary school
- Written communication from teachers, including:
  - Daily agenda notes
  - Weekly take-home folders
  - 9-week report cards
  - Formal standardized test scores and reports for all eligible grades
  - Open communication via email and phone calls
  - Parent Portal option on the Focus Student Information System

Title I is a federally funded program that provides opportunities for children served to acquire the knowledge and the skills necessary to meet challenging State Content Standards. Title I funds are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction and student performance.

Title I coordinates services with other educational services and with health and social services programs when possible.

Title I School- Wide Programs provide greater decision-making authority and flexibility within the schools and for teachers. However, greater responsibility for student performance is the exchange made for this flexibility.

Parental involvement is an integral part of the Title I program. Parents are encouraged to become partners in helping their children achieve and to become actively involved in all aspects of the process of the Title I program, from the writing of the plan to its implementation and evaluation. Annual surveys and other methods of communication geared towards gathering feedback around the quality, quantity, and type of engagement opportunities provided will be conducted, parent input will be solicited, and parents will be invited to all meetings. These yearly evaluations will center around the content and effectiveness of the parent and family engagement policy in order to improve the academic quality of all schools, including identifying any

- barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions

The Oswayo Valley School District will use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy during its annual review.

A strong connection between the home and the school is a key element in student success. Materials, strategies, and assistance from teachers are available to all parents within a Title I school-wide program. Opportunities for active parent participation should include, but not be limited to open house, parent workshops, school-parent compacts, parent-teacher organizations, conferences, and more.

#### Components of a School-Wide Plan

- A comprehensive needs assessment of the entire school is conducted
- School-wide reform strategies provide opportunities for all children to meet the state's proficiency performance standards
- High quality staff members provide instruction
- Professional development is conducted on a continual basis throughout the year
- Activities are presented to increase parent involvement
- Plans are included to provide transitional assistance from preschool to Elementary, from elementary to middle school, and from middle school to high school
- Measures are taken to include teachers in the decisions regarding the use of assessments
- Activities are conducted to ensure that students who experience difficulty mastering state standards will be provided with effective, timely, and additional assistance

#### Title I Participation

Oswayo Valley Elementary School will continually monitor the implementation of the Title I plan and welcome input from parents, school staff, and community members regarding the current and future Title I plans. If you would like to participate on the school's Title I planning team or make comments on the plan, please contact the school office.

#### Expected Levels of Proficiency

Based upon requirements of the Every Student Succeeds Act, all students in grades 3 through 12 are expected to meet state proficiency levels by the end of each year. Results of student assessments are presented at parent-teacher conferences, progress reports, report cards, etc.

Parents Right to Know Information  
2023-2024 School Year

Dear Parent/Guardian:

Your child attends Oswayo Valley Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Oswayo Valley Elementary School we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate and through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

THE Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family member can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
  - subject matter tested
  - purpose of the test
  - amount of time it takes students to complete the test
  - time and format of disseminating results

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Erika Emerick at Oswayo Valley Elementary at 814-260-1702 or email me at [eeemerick@oswayo.com](mailto:eeemerick@oswayo.com)

Sincerely,



Ms. Erika Emerick, Principal, Title I Director





# Oswayo Valley School District Educational Trip Request for 2023-2024

**Please complete and return for approval 1 week prior to the beginning of the proposed trip.**

Child's Name: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates of Proposed Trip: From \_\_\_\_ To \_\_\_\_ Number of School Days: \_\_\_\_

Destination: \_\_\_\_\_

Purpose of the Trip:

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Educational Benefit:

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Evidence of Experience:

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To be completed by Elementary Principal for consideration when approving the request.

Current Days Present: \_\_\_\_\_ Current Days Absent: \_\_\_\_\_ Attendance Percentage: \_\_\_\_\_

Request Approved: \_\_\_\_\_ Request NOT Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

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## Oswayo Valley School District Emergency Closing Plan for 2023-2024

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To assist the school in keeping a safe and efficient closing procedure under emergency or urgent circumstances, it is essential for each student to have a plan to be followed. School staff and telephones will not be available for changes or for communication with parents unless warranted by the nature of the emergency. Phones will be reserved for communications at the district and school level. Parents will receive general information from One Call Now, [oswayovalley.com](http://oswayovalley.com), *WFRM* and *WPIG Radio Stations*, and *WIVB TV in Buffalo*. Please do not request that your child phone you.

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\_\_\_\_\_ My child **WILL** follow his/here regular dismissal schedule.

Bus Number: \_\_\_\_\_

Walk to: \_\_\_\_\_

To Be Picked Up By: \_\_\_\_\_

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\_\_\_\_\_ My child will **NOT** follow his/here regular dismissal schedule.

Bus Number: \_\_\_\_\_

Walk to: \_\_\_\_\_

To Be Picked Up By: \_\_\_\_\_

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Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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**OSWAYO VALLEY ELEMENTARY SCHOOL**

**PARENT SIGNATURE PAGE**

**Child's Name:** \_\_\_\_\_

<b>Handbook Acknowledgement</b>	<b>Internet Use at School</b>	<b>Information for Public Use</b>
<p>I Acknowledge that I have received the 2023-2024 student handbook. I understand that it is information about the school, is in keeping with school district policy and has been approved by the school board.</p> <p>Parent/Guardian Signature _____</p> <p>Date _____</p>	<p>I give permission for my child to access the internet on school property and while under the supervision of school staff. I will rely on the safety precautions provided by the school for filtering inappropriate information. My permission extends through September 30, 2024.</p> <p>Please Initial _____</p> <p>Date _____</p>	<p>I give permission for my child's picture to be published in district publications, website(s), newsletters, bulletin boards.</p> <p>I give my permission for my child's picture to be forwarded to local and regional newspapers and media websites, and radio and television sites, when representing the school.</p> <p>My permission extends through September 30, 2024.</p> <p>Please Initial _____</p> <p>Date _____</p>

<b>Other people who may be contacted to care for or transport child when parent are unavailable.</b>	<b>School Census Information</b>
<p>Child's Name: _____</p> <p>1. _____ Phone: _____</p> <p>2. _____ Phone: _____</p> <p>3. _____ Phone: _____</p> <p>4. _____ Phone: _____</p> <p>6. _____ Phone: _____</p> <p>6. _____ Phone: _____</p> <p>Signature: _____ Date: _____</p>	<p>Please list all children under the age of 18 residing at your home</p> <p>Child's Name: _____</p> <p>1. _____ Date of Birth _____</p> <p>2. _____ Date of Birth _____</p> <p>3. _____ Date of Birth _____</p> <p>4. _____ Date of Birth _____</p> <p>6. _____ Date of Birth _____</p> <p>6. _____ Date of Birth _____</p>

# Oswayo Valley Elementary Title I Parent and Family Engagement Policy

2023-2024

Reviewed and Revised June 2023

## Purpose of Title I

Oswayo Valley Elementary School believes that ongoing involvement as parents is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong parent–school partnership. To receive Title I funding for our school, programs that support parent involvement must be put in place and implemented. As a schoolwide Title I school, all students in the elementary school benefit from the funding and are considered participants. As a Title I school, we encourage parent involvement and plan meaningful activities in which parents and families may participate.

Annually, a Title I orientation meeting will be convened in conjunction with the open house night at the beginning of each school year. All parents will be invited and encouraged to attend. The purpose of the meeting will be to inform parents of the school's participation under Title I and II and to explain Title I requirements and parents' rights to be involved. Teachers will also inform parents regarding the curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

A group of parents, teachers, and administrators will be responsible for the construction and revision of this Parent Involvement Policy, the School-Wide Title I Plan, and the Parent – Teacher-Student Compacts.

The Parent-Teacher-Student Compact outlines how parents, the school staff, and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the State Standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the Oswayo Valley Student Handbook and will be sent home with each student, as well as being posted on the district website.

Oswayo Valley Elementary School will provide parents with timely and pertinent information regarding parent involvement in their child's achievement and the schools' performance in their native language. This will include but not be limited to, the following:

- Yearly Title I and Meet the Teacher Nights
- Family Fun Nights at the elementary school
- Written communication from teachers, including:
  - Daily agenda notes
  - Weekly take-home folders
  - 9-week report cards

- Formal standardized test scores and reports for all eligible grades
- Open communication via email and phone calls
- Parent Portal option on the Focus Student Information System

Title I is a federally funded program that provides opportunities for children served to acquire the knowledge and the skills necessary to meet challenging State Content Standards. Title I funds are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction and student performance.

Title I coordinates services with other educational services and with health and social services programs when possible.

Title I School- Wide Programs provide greater decision-making authority and flexibility within the schools and for teachers. However, greater responsibility for student performance is the exchange made for this flexibility.

Parental involvement is an integral part of the Title I program. Parents are encouraged to become partners in helping their children achieve and to become actively involved in all aspects of the process of the Title I program, from the writing of the plan to its implementation and evaluation. Annual surveys and other methods of communication geared towards gathering feedback around the quality, quantity, and type of engagement opportunities provided will be conducted, parent input will be solicited, and parents will be invited to all meetings. These yearly evaluations will center around the content and effectiveness of the parent and family engagement policy in order to improve the academic quality of all schools, including identifying any

- barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions

The Oswayo Valley School District will use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy during its annual review.

A strong connection between the home and the school is a key element in student success. Materials, strategies, and assistance from teachers are available to all parents within a Title I school-wide program. Opportunities for active parent participation should include, but not be limited to open house, parent workshops, school-parent compacts, parent-teacher organizations, conferences, and more.

### Components of a School-Wide Plan

- A comprehensive needs assessment of the entire school is conducted
- School-wide reform strategies provide opportunities for all children to meet the state's proficiency performance standards
- High quality staff members provide instruction
- Professional development is conducted on a continual basis throughout the year
- Activities are presented to increase parent involvement
- Plans are included to provide transitional assistance from preschool to Elementary, from elementary to middle school, and from middle school to high school
- Measures are taken to include teachers in the decisions regarding the use of assessments
- Activities are conducted to ensure that students who experience difficulty mastering state standards will be provided with effective, timely, and additional assistance

### Title I Participation

Oswayo Valley Elementary School will continually monitor the implementation of the Title I plan and welcome input from parents, school staff, and community members regarding the current and future Title I plans. If you would like to participate on the school's Title I planning team or make comments on the plan, please contact the school office.

### Expected Levels of Proficiency

Based upon requirements of the Every Student Succeeds Act, all students in grades 3 through 12 are expected to meet state proficiency levels by the end of each year.

Results of student assessments are presented at parent-teacher conferences, progress reports, report cards, etc.