



# Conestoga High School

## Bell Schedule 2009-2010

Eight 43-Minute Periods, 4 Lunches, 9-Minute Homeroom. Student Day ends at 2:20 p.m.

Early Duty Teacher Day Begins 6:55a.m.  
 First Bus Arrives 7:05a.m.  
 Teachers Report 7:10a.m.  
 Rooms Open 7:15a.m.

Period 1 7:20 – 8:03

Homeroom 8:07 – 8:16

Period 2 8:20 – 9:03

Period 3 9:07 – 9:50

Period 4 9:54 – 10:37

### Lunch A

5th	10:41 - 11:03
L	11:05 - 11:35
5th (cont'd)	11:37 - 11:58
6th	12:02 - 12:45

### Lunch B

5th	10:41 - 11:24
L	11:28 - 11:58
6th	12:02 - 12:45

### Lunch C

5th	10:41 - 11:24
6th	11:28 - 11:50
L	11:52 - 12:22
6th (cont'd)	12:24 - 12:45

### Lunch D

5th	10:41 - 11:24
6th	11:28 - 12:11
L	12:15 - 12:45

Period 7 12:49 – 1:32

Period 8 1:36 – 2:20

Buses Leave 2:27  
 Early Duty Teacher Day Ends 2:30  
 Teacher Day Ends 2:45

## Half-Day Bell Schedule 2009-2010

Early Duty Teacher Day Begins 6:55

First Bus Arrives 7:05

Teachers Report 7:10

Rooms Open 7:15

Period 1 7:20 – 7:45

Homeroom 7:49 – 7:58

Period 2 8:02 – 8:27

Period 3 8:31 – 8:55

Period 4 8:59 – 9:23

Period 5 9:27 – 9:51

Period 6 9:55 – 10:19

Period 7 10:23 – 10:47

Period 8 10:51 – 11:15

Buses Leave 11:25

Early Duty Teacher Day Ends 11:30

Teacher Day Ends 2:45

*This schedule will be used on half-days of school such as Teacher In-Service Days and the last day of school.*

### Student Block Schedule Fall Semester

		1	2	3	4	5	6
1	7:20 8:03						
H R	8:07 8:16						
2	8:20 9:03						
3	9:07 9:50						
4	9:54 10:37						
5	10:41 11:24						
6	11:28 12:45						
7	12:49 1:32						
8	1:36 2:20						
LUNCH							

### Student Block Schedule Spring Semester

		1	2	3	4	5	6
1	7:20 8:03						
H R	8:07 8:16						
2	8:20 9:03						
3	9:07 9:50						
4	9:54 10:37						
5	10:41 11:24						
6	11:28 12:45						
7	12:49 1:32						
8	1:36 2:20						
LUNCH							

**CONESTOGA HIGH SCHOOL  
2009-2010 FACULTY AND ADMINISTRATION**

**Administration**

Dr. Amy Meisinger	Principal
Mr. Patrick Boyle	Assistant Principal
Ms. Michele Capuano	Assistant Principal
Mr. Kevin Fagan	Assistant Principal
Mr. John Mull	Assistant Principal

**Athletic Director**

Mr. David Grace	Athletic Director
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**Student Services**

**Grades 10 & 12**

Ms. Rachelle Smith	A – Dh
Mrs. Misty Whelan, Chair	Di – Fl
Mr. Brian Samson	Fo – Li
Mrs. Jennifer Kratsa	Lo – R
Ms. Leashia Rahr	S – Z

**Grades 9 & 11**

Mrs. Sue Monaghan	A – Dh
Mrs. Misty Whelan, Chair	Di – Fl
Mrs. Melissa Lieber	Fo – Li
Mr. Steve Becker	Lo – R
Mrs. Christy Saddic	S – Z

**Mental Health**

Mrs. Christine Dunleavy

**School Psychologist/I.U.**

Dr. Kathleen Quinlisk

**Health Services**

Mrs. Dawn Zrebiec, B.S.N., M.S.N., R.N.  
Mrs. Gail Hamman, B.S.N., R.N.

**Academic Learning Support**

Mrs. Kate McGranaghan, Chair  
Mrs. Cheryl Dillon  
Mr. Robert Gay  
Mrs. Carol Gibson  
Ms. Kerry Hart  
Mrs. Elizabeth McCampbell  
Ms. Jaclyn McGuckin  
Mrs. Nancy McMullen

**Supplemental Support**

Mrs. Malia Gordon  
Mrs. Carrie Houde

**Life Skills/I.U.**

Mrs. Regina Long

**Business & Technology**

Mrs. Robin Holloway, Chair  
Mr. Noah Austin  
Ms. Susan Houseman

**English**

Mr. Trevor Drake, Chair  
Ms. Katherine Barham  
Ms. Kathryn Burling  
Ms. Megan Doyle  
Mrs. Tricia Ebarvia  
Ms. Lauren Finnegan  
Ms. Susan Houseman  
Mrs. Cynthia Hyatt  
Mrs. Linda Kerschner  
Mrs. Laurel Light  
Mr. Keith MacConnell  
Mrs. Bridget McGuinn  
Mrs. Kathryn Pokalo  
Ms. Gabija Radzius  
Mrs. Suzanne Ross  
Mr. Kevin Ruggeri  
Ms. Judith Shepherd  
Mr. Ben Smith  
Ms. Carey Smith  
Mr. Michael Trainer  
Mrs. Laura Viviano

**Social Studies**

Mr. David Zimmerman, Chair  
Mrs. Debra Ciamacca  
Mr. Michael Cruz  
Mr. Timothy Decker  
Mrs. Muna Elshakhs  
Mr. Mark Flores  
Mr. Jonathan Goodman  
Mr. Gregory Hein  
Mr. John Herd  
Mr. Reginald Holmes  
Mr. John Koenig  
Mrs. Emma Lefkowitz  
Ms. Meaghan McDugall  
Dr. Kevin Nerz  
Mr. Michael Palmatier  
Mrs. Danielle Sculley-Ellett  
Mrs. Gabriela Seiders  
Mr. Blake Stabert  
Ms. Laura Whittaker

**Mathematics**

Mr. Paul Poiesz, Chair  
Mr. John Casella  
Mrs. Irene Clemmer  
Mrs. Karen Copperthwaite  
Ms. Kathleen Curry  
Mr. William Dewees  
Mr. Craig Gratton  
Ms. Heather Hall  
Mr. Richard Hawkins  
Mrs. Colleen McFadden  
Mr. Matt Miehle  
Mrs. Karen Mull  
Mr. Robert Novotni  
Ms. Gina Pisco  
Mrs. Leanne Pretz  
Mr. Nathan Prosser  
Mr. Vincent Russo  
Mr. Seth Shore  
Mrs. Fran Tomaselli  
Mrs. Allison Youndt

**Media Center**

Mrs. Catherine Bond, Chair

**Science**

Dr. Scott Best, Chair  
Mrs. Amy Alvarez  
Dr. Robert DeSipio  
Ms. Brooke Eidell  
Mrs. Elizabeth Gallo  
Mrs. Jacqueline Gontarek  
Mrs. Lydia Hallman  
Mrs. Carol Haracz  
Mrs. Amy Hawkins  
Mr. Stephen Hughes  
Mr. Michael Kane  
Mr. John Kim  
Mr. John Liggett  
Mrs. Kristen Long  
Mr. Douglas Meade  
Dr. Jean Mihelcic  
Mr. Dante Mucci  
Mr. Frederic Peltier  
Mr. Kevin Strogon  
Mrs. Janet Wolfe  
Mr. Derrick Wood

**World Language**

Mr. Scott Holland, Chair  
Mrs. Amy Barnes-Elliott  
Ms. Josée Brouard  
Mrs. Joan Corson  
Mr. Stephen Eberly  
Ms. Tracey Gilbertie  
Ms. Jamie Hazelton  
Ms. Marnell Herzfeld  
Mrs. Marjorie Hoffman  
Mr. Timothy Husband  
Mrs. Ann Karcewski  
Mrs. Cheryl Keller  
Mrs. Judy Lee  
Ms. Stacy Phillips  
Mr. Anthony Russo  
Mrs. Rossana Saldan  
Mrs. Sarah Taylor  
Ms. Kirsten Whitaker

**Visual and Performing Arts**

Dr. Gary Kerschner, Interim Chair  
Mrs. Gerri Burns, Chair  
Mrs. Leanne Argonish  
Ms. Amy Cruz  
Mrs. Sue Dickinger  
Mr. Anthony DiLella  
Mrs. Julia Kruk  
Mr. John Matthews  
Mrs. Diana Perella  
Mrs. Piera Raffaele  
Mr. William Seaton  
Mr. Michael Starner

**Wellness & Fitness/Family & Consumer  
Science/Highway Safety**

Mrs. Mary Kaye Rhude-Faust, Chair  
Mr. Michael Cangi  
Mr. John Jones  
Ms. Marcia Mariani  
Mrs. Anne Roberts  
Mr. Mark Tirone  
Mrs. Merle Werley

## **STUDENT GOVERNMENT**

### **Student Council**

Student Council promotes student activities and leadership development by serving the student body of Conestoga High School. Student Council's major activities are to voice opinions to the administration of the high school and district, promote school pride and spirit, support other clubs and activities at CHS and organize social and service opportunities for the student body. Meetings take place during school hours and membership is open to any student through an election process.

Sponsors: Mr. Shore and Ms. Pisco

### **Freshman Class Executive Council**

This council is the representative body of the freshman class and directs the freshman activities planned for the school year. The officers and senators are elected in September. Every freshman homeroom will elect a representative and an alternate who will act as a liaison between the council and the students in their homeroom.

Sponsors: Ms. Hart and Ms. Doyle

### **Sophomore Class Executive Council**

This council is the representative body of the sophomore class and directs the sophomore activities planned for the school year. Such events include a field trip, a fundraiser and other social and service events. Every sophomore homeroom will elect a representative and an alternate who will act as a liaison between the council and the students in their homeroom.

Sponsors: Mr. MacConnell and Ms. Phillips

### **Junior Class Executive Council**

This council is the representative body of the junior class and directs the junior class activities planned for the school year. These events include the junior prom and cabaret. Every junior homeroom will elect a representative and an alternate who will act as a liaison between the council and the students in their homeroom.

Sponsors: Mrs. Gallo (Fall)/Mrs. Hawkins (Spring) and Mrs. Eidell

### **Senior Class Executive Council**

This council is a representative body of the senior class and directs the senior activities planned for the school year. Major activities for the senior class are the senior prom and Mr. Pioneer. Every senior

homeroom will elect a representative and an alternate who will act as a liaison between the council and the students in their homeroom.

Sponsors: Mrs. Hallman and Mrs. Alvarez

## **COMMISSION ON SECONDARY SCHOOLS MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION FOR GROWTH**

Conestoga High School is currently engaged in an accreditation process through the Middle States Association Commission on Secondary Schools. Instead of using the traditional accreditation format, we have chosen to participate in the more challenging Accreditation for Growth (AFG) process. By doing so, we have agreed not only to meet the existing standards of the Commission, but also to use strategic planning as a vehicle for school improvement and ongoing growth in student performance. We have adopted the following primary long-range goals.

### **AFG Goal #1: Civic Engagement**

By June of 2014, 95% of Conestoga High School students will demonstrate civic engagement by participation in at least one of the following: a) school and community activities, b) leadership roles in school and community activities and c) service opportunities in both school and local communities. Levels of activity will be measured in five ways. Four will be collected from our District database and one will be a District designed survey.

### **AFG Goal #2: Information Literacy/Technology**

By June of 2014, 85% of Conestoga High School students will demonstrate information literacy through the ability to access, use, and communicate information for learning as measured by a score of 3 or 4 in all areas of the Information Literacy Rubric (ILR).

**General Information** (also listed on Conestoga's webpage under Student Information)  
**Becoming a Certified Oral Presenter**

Conestoga students have the opportunity to be recognized as a certified oral presenter with a certificate and transcript recognition. Once a student has been successfully evaluated on three oral presentations by teachers who have applied the oral presentation assessment matrix, this student is eligible for this honor. A copy of the matrix can be obtained from the Main Office or from the Conestoga webpage.

Teachers or students can initiate the use of the matrix. Many teachers use the oral presentation assessment matrix when evaluating class presentations. The successful evaluations are then automatically submitted and students receive credit for one presentation. In situations where the teacher is not automatically using the matrix, the student could ask the teacher if the form could be used for subsequent submission. After three recordings, the student is notified that he or she is a certified oral presenter and transcript recognition is awarded. For any questions about this process, please contact Mr. John Mull at 610-240-1067.

**Self-Directed Learning and Culminating Project**

Exploring learning opportunities that complement instruction and a rigorous core curriculum is important. In keeping with the Tredyffrin/Easttown School District's Strategic Plan, students must become skilled and knowledgeable **self-directed learners** in order to thrive in our rapidly changing world. Self-directed learning is a process in which individuals set a specific goal, create a realistic timeline, work independently, document their progress, and communicate and reflect on what they have learned. Self-direction inspires lifelong learning by encouraging students to make a firm commitment to setting and accomplishing goals.

Required of every student in Pennsylvania, the **culminating project** is an opportunity for students to showcase their talents, interests and abilities. This graduation requirement, which must include oral, technology, writing, visual and research components, may be fulfilled through a variety of options, including course assignments qualifying for culminating project recognition and involvement in school and community clubs and activities. Under the supervision of a faculty advisor, students will complete a proposal in which they describe their self-selected project and chart a plan for its completion. In addition, students *may* develop a learning plan in which they state and explain their purpose, identify the resources they need to access, establish strategies for organizing and assessing information, and monitor their progress. After applying, analyzing, synthesizing and evaluating information, students will demonstrate significant conceptual understanding of what they learn in a presentation.

As with **self-directed learning**, Conestoga's approach to the **culminating project** emphasizes process, flexibility, discipline integration, goal setting, time management, self-reflection, and student responsibility and independence.

**Please Note:** Second Semester courses in the senior year are not eligible for the Culminating Project.

Members of the class of 2010 should obtain a faculty advisor, complete a project proposal and begin the culminating project this fall, if they have not already done so. Likewise, members of the classes of 2011 and 2012 can begin the process. Members of the class of 2013 should await further information through morning announcements, class visitations, and/or class meetings. Please direct questions to Mr. Patrick Boyle at 610-240-1029 or contact a guidance counselor. Also, please consult the Conestoga Culminating Project web page.

## What is the process for completing the Culminating Project?

Students need to:

1. Read all available information.
2. Obtain a Conestoga professional staff member as an advisor if he/she chooses option 2, 3, 4, or 5. If a student chooses to use a course assignment to satisfy the culminating project requirement (option 1), the teacher of the course serves as advisor.)
3. Complete a proposal that describes the project and charts a plan for its completion. The proposal should be completed before undertaking any portion of the project.
4. Obtain the appropriate approval signatures and initials.
5. Submit the proposal to Mr. Patrick Boyle to communicate that you have begun your project and retain a copy of the proposal for your records and later use.
6. Include the five required components: research, technology, writing, visual, and oral in the project. The required reflection\* essay, which is a self-assessment, and presentation may count as the writing and oral components, respectively.
7. Confirm project completion with your advisor, who may then sign the proposal you retained.
8. Return the signed proposal to Mr. Boyle, who will then notify the Student Services Office that you have successfully completed the culminating project.

*\* The following questions serve as a guide for the reflection essay.*

- What led you to select this topic?
- Did you achieve what you set out to do?
- What aspects of the project didn't you anticipate?
- What was your biggest obstacle?
- What intrigued you the most?
- What gave you the most pride?
- What would you change about your project/process?
- How might this project affect you in the future?
- What value did this have in your CHS experience?
- What would you change about the Culminating Project process?

For the culminating project, students should enhance their self-directed learning skills and involve an audience for the final presentation as appropriate. In addition, they may include aspects of more than one subject area and strive to incorporate community involvement.

## Self-Directed Learning Skills

High School Program Code: I= Introduced. D= Developed. P = Practiced. E= Enhanced

	Grade 9	Grade 10-12
<b>I. Organization / Study Skills</b>		
<i>Time/ Project Management</i>		
Use assignment book	P	E
Maintain daily schedule	P	E
Plan long range schedule	P	E
<i>Materials Management</i>		
Access supplies	P	E
Organize notebook	P	E
<i>Independent Work Habits</i>		
Outline information	D/P	P/E
Take notes	D/P	P/E
Obtain a mentor	I/D	P/E
Study appropriately for tests	D/P	P/E
<i>Group Work Habits</i>		
Lead and participate in discussions	I/D	P/E
Help others learn	I/D	P/E
<b>II. Goal Setting/Career Planning</b>		
Establish short term goals	P	E
Establish long term goals	P	E
Determine goal appropriateness	P	E
Monitor progress toward goals	P	E
<b>III. Research</b>		
Generate questions to direct research	P	E
Identify resources/ gather information	P	E
Take notes and paraphrase	P	E
Analyze information	P	E
Synthesize information	P	E
Organize information	P	E
Produce authentic, original work	I/D	P/E
Document progress	I/D	P/E
Use search engines	P	P/E
Evaluate sites	P	P/E
<b>IV. Presentation / Communication</b>		
<i>Presenter</i>		
Organize Presentation	P	P/E
Demonstrate significant knowledge	P	P/E
Use visual aids	P	P/E
Employ clear language	P	P/E
Deliver appropriately	I/D	P/E
<i>Audience</i>		
Listen actively	P/E	P/E
<b>V. Problem Solving</b>		
Apply prior knowledge and experience	I/D	P/E
Apply appropriate strategies	I/D	P/E
<b>VI. Reflection / Self Evaluation</b>		
Reflect on what you learned	P/E	E
Reflect on what you need to learn	P/E	E
Assess strategies after a learning activity	P/E	E

# CONESTOGA HIGH SCHOOL--Culminating Project Proposal (2009 - 2010)

Student \_\_\_\_\_ Homeroom \_\_\_\_\_ Graduation Year \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Counselor \_\_\_\_\_

- Option 1 –An extension of a course activity/project\*
- Option 2 –Independent Study/Independent Investigation
- Option 3 –Extended Experience via Community Partnerships/Service
- Option 4 –Early College
- Option 5 –Other: Entrepreneurship, Performing Arts Group, etc.

Project Description (Option # \_\_\_\_):

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Project Goals:

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Benchmarks/Major Tasks	Projected Completion Date	Advisor's Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Reflection Essay _____	_____	_____

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*To the Student: Once the above has been completed, immediately photocopy proposal and forward a copy to Mr. Patrick Boyle. This action officially signifies you have begun your project. Retain original for your records. Your project is approved if you do not hear from Mr. Boyle.*

**FOR FACULTY ADVISOR USE ONLY**

Please check as components are completed:

- ORAL \_\_\_\_\_
- VISUAL \_\_\_\_\_
- RESEARCH \_\_\_\_\_
- TECHNOLOGY \_\_\_\_\_
- WRITING \_\_\_\_\_ (Reflection paper could satisfy this requirement.)

**FACULTY ADVISOR'S SIGNATURE:** \_\_\_\_\_

*To the student: Upon project completion, please attach reflection paper to this form and forward to Mr. Boyle, who will notify the Student Services Office.*

\* - Second semester courses in the senior year are not eligible for this option.

# Teams to Help Support Student Learning

## Instructional Intervention Team (IIT)

The purpose of the Instructional Intervention Team (IIT) is to help students with academic issues. The team, made up of teachers and guidance counselors, collects objective and descriptive data from parents or guardians, the student and his/her teachers. The Team then works with the student, family and teachers to design strategies that will improve student learning.

The IIT can help with problems like failing grades, low achievement, lack of class participation, difficulty completing assigned tasks and ineffective study or note taking skills. Once appropriate strategies are identified, there are several paths to improved learning.

1. **Informal Mentoring** - A staff member is assigned as a mentor. In this case, students may seek out the mentor on an as needed basis or the mentor and student may agree on an assigned time.
2. **Study Seminar** - Students are assigned to Study Seminar one or two times in a six day cycle. During this time, they report to a faculty mentor for help with organizational or study skills.
3. **Pioneer Study Group** - Pioneer Study Group is held in the study hall room in the back of the library. National Honor Society students and a faculty member staff the room each Monday, Tuesday and Thursday from 2:30 - 3:30. Announcements early in September let students know when this service begins. This tutoring service is available to all students and help is available in all subjects.

Referrals to IIT can come from students, parents, teachers, administrators or guidance counselors.

## CARE Team

The CARE Team is Conestoga's Student Assistance Team designed to support students with a variety of concerns that can interfere with their ability to succeed in school. Such issues might include: stress, anxiety, peer relationships, family concerns, depression, substance abuse and eating disorders. The CARE Team works confidentially in conjunction with families to identify student needs and implement strategies for confronting barriers. The CARE Team can be contacted through Ms. Michele Capuano in Room 130.

Referrals to the CARE Team may be made by teachers, staff members, counselors, administrators, parents, friends or by students themselves. If you are concerned for yourself or one of your friends, please see your counselor or a member of the CARE Team to make a referral.

## CONESTOGA ACTIVITIES

(also see clubs and activities on Conestoga's web page <http://www.tesd.net/stoga>)

### Philosophy

Conestoga High School is very proud of its co-curricular and athletic offerings, and we believe high school should be a time of exploration and discovery. We encourage our students to become involved in as many activities and athletic endeavors as they can reasonably manage and still contribute in a meaningful way. By participating in multiple activities and athletics, students will enjoy a stronger sense of school community while exploring future interests and avocations. It is our goal to help students enrich their high school experience through involvement in clubs, activities and athletics.

Administrators, teachers, parents and students will work together to accommodate each student's unique talents and interests. We do, however, understand that from time to time a student will be involved in activities which have simultaneous or overlapping obligations. In this case, students should take the responsibility to inform their coaches or sponsors of the conflict before the scheduled event or activity. By doing so, coaches and sponsors can help students plan for these conflicting commitments. Coaches and sponsors will be flexible and understanding about overlapping obligations, but must also keep in mind the best interests of the team or club as a whole in making decisions about such issues as playing time and leadership positions. The administration will support the efforts of the students who demonstrate the life skills of responsibility and planning.

What follows are brief descriptions of each activity and the names of the faculty sponsor(s) or advisor(s). All students have the opportunity to sign up for activities at the beginning of the school year. As the student's interests change, s/he can become involved with other activities. Morning announcements and weekly bulletins advise students of upcoming events. Questions about a specific activity should be directed to the faculty sponsor or to Ms. Michele Capuano, Assistant Principal, in Room 130.

Students who would like to start a new club or activity should use the form in the agenda books and return it to Ms. Capuano's office.

### ACADEMIC COMPETITION TEAM

Academic Competition Team competes in Chester County "College Bowl" type matches. Anyone may try out for the team, whose members are chosen from among students with the highest tryout scores. The team meets weekly after school.

Sponsor: Mr. Cruz

### ADL (Anti-Defamation League)

#### Conestoga "World of Difference" Peer Trainers

This activity is jointly sponsored by Conestoga and the Anti-Defamation League to achieve our goal of a school community that values diversity, tolerance, and respect for all persons. The club seeks to connect students of diverse background, race, ethnicity, religion, lifestyle and interests together for the greater good. Students will conduct ongoing workshops with their peers to confront prejudicial behavior and encourage cooperation and respect within the Conestoga community.

Sponsors: Mr. Ruggeri, Ms. Rahr and Ms. Capuano

### ADOPT-A-GRANDPARENT CLUB

This club will provide students with an opportunity to interact with senior citizens on a personal level. They will visit seniors and involve them in crafts, send them cards and help them celebrate special occasions throughout the year.

Sponsor: Mr. Holland

### AFRICAN-AMERICAN STUDENT UNION

AASU's purpose is to learn and to understand how to respect and be proud of our cultural diversity through academic excellence and self-esteem. The club meets twice a month after school.

Sponsor: Mrs. Berry

### ANIME CLUB

This club is for students who have an interest in Japanese art, language, and culture through Japanese animation.

Sponsors: Mr. Decker and Mrs. Saldan

### **ANTI-GUN VIOLENCE CLUB**

This club addresses concern for the control and the abolition of firearm proliferation and the domestic violence it propagates.

Sponsor: Mr. Trainer

### **ASIAN-AMERICAN CULTURAL SOCIETY**

The club's purpose is to research and share Asian and Asian American culture, history, philosophy, etc. Membership is open to all students.

Sponsor: TBA

### **ASTRONOMY CLUB**

This club investigates general topics in astronomy. Meetings are held twice a month with an occasional evening meeting for star gazing.

Sponsor: Dr. DeSipio

### **BEST BUDDIES**

This club offers a fun and rewarding experience to anyone who joins. Members will plan and organize a variety of fun activities for local students with special needs. You will also participate in area Special Olympic events.

Sponsor: Mrs. Long

### **BOWLING CLUB**

The goal of this club is for students who love to bowl to get together and enjoy this fun sport. They bowl at Devon Lanes every other week.

Sponsor: Mr. V. Russo

### **CAKE CLUB**

The goal of this club is to broaden the culinary horizons of its members, share recipes, offer a forum for baking discussions and raise funds for local food banks.

Sponsor: Mr. Meade

### **THE CAPPIES**

This organization offers opportunities for students interested in journalism and theatre to write reviews of plays at area schools and potentially have these reviews published in the Philadelphia Inquirer. Conestoga's plays will also be visited by writers from other schools. Exceptional productions are selected each year to perform at the Kennedy Center. No news writing experience necessary.

Sponsor: Ms. Eisenhower

### **CHEMISTRY CLUB**

Chemistry Club projects include peer tutoring, experiments, field trips, and other chemistry related activities. Membership is open to all students.

Sponsors: Dr. Mihelcic

### **CHESS TEAM**

A friendly atmosphere welcomes all those interested in meeting at least once a week to play chess. The group also participates in local tournaments and interscholastic competitions.

Sponsor: TBA

### **COMPUTER GAME CREATION CLUB**

Students in this club will learn to create computer gaming applications, while learning the basics of Multimedia Fusion software.

Sponsor: Mr. Hughes

### **COMPUTER SCIENCE CLUB**

This is an after school club where students can explore topics in computing, including programming languages, web page design, and multimedia presentations.

Sponsor: Mr. Dewees

### **CONESTOGA COEXIST CLUB**

The goal of this club is to stimulate interfaith understanding and discussion at Conestoga. Students will have the opportunity to talk about their religious and spiritual beliefs and relate them to various issues. All are encouraged to attend, including non-believers. Conestoga Coexist is not a school-endorsed club.

Sponsor: Mr. Decker

### **CONESTOGA INVESTMENT CLUB (CIC)**

The primary objective of this club is to improve the financial skills of our students. Our motto is "Learn, Earn and Invest". The members will join an investment group and learn how to research and trade stocks.

Sponsor: Mrs. Holloway

### **CRICKET CLUB**

This club is designed to provide students who are interested in the sport of cricket with a place to discuss the game and play the sport.

Sponsor: TBA

### **DESI ABROAD**

Desis Abroad is a cultural club for students of Indian descent. This club will provide a forum for sharing aspects of the diverse cultural backgrounds of Indian students at CHS. The club meets twice per month.

Sponsor: Ms. L. Whittaker

### **DESTINATION IMAGINATION**

This club is for creative problem solvers who enjoy solving challenges. There will be three competitions during the year and practice occurs weekly throughout the school year.

Sponsor: Dr. Nerz

### **DRAMA CLUB**

This club encourages and promotes performance of a variety of skits, scenes and plays, including Shakespeare, comedy and improvisation. Actors have the opportunity to participate on all levels – for fun or for competition in local events. All are welcome to join – no prior acting experience is necessary.

Sponsor: Ms. Eisenhower and Mrs. Hyatt

### **DUMBLEDORE'S ARMY**

This club provides a place in which students can have in-depth discussions about Harry Potter and the theories about such.

Sponsor: Mr. Ruggeri

### **EATING DISORDER AWARENESS CLUB**

The goal of this club is to raise awareness about eating disorders within the school community. Members will also fundraise to support organizations that help those with eating disorders.

Sponsor: Mrs. Ciamacca

### **ENVIROTHON TEAM**

Members of this club learn about important environmental topics and issues. The team competes in the Pennsylvania Envirothon Competition in the spring.

Sponsor: Mr. Ligget

### **EUREKA!**

The goal of this club is to further students' experiences in engineering. It is an extension of the CHS Engineering Technology course.

Sponsor: Mr. Austin

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

FCA is a club that provides a place for athletes and those they influence to meet and grow in their Christian faith. FCA is not a school-endorsed club.

Sponsor: TBA

### **FENCING CLUB**

En garde! This club is for students interested in learning the fine art of fencing. If you like a fast paced, heart pumping, competitive activity, this club is for you. Experienced fencers will teach techniques for using foils and sabers. No experience is necessary to become a member of this club. Meetings are held on Mondays after school in the cafeteria.

Sponsors: Mrs. Werley (September - February) and Mrs. Tomaselli (March - June)

### **FIREFIGHTERS/EMTs**

This club serves as a liaison between the Conestoga community, local fire companies, and firefighter/EMTs by providing a forum for information exchange with Conestoga students who perform these services.

Sponsor: Mr. Baskin

### **FLITE (Foundation for Learning in T/E) CLUB**

FLITE is a community organization whose mission is to support programs that allow all children to participate fully in the offerings of the T/E School District. The goal of FLITE Club is to introduce this organization to CHS and to provide support by identifying opportunities within our school community.

Sponsors: Mrs. Roche and Mr. Coles

### **FOREIGN FILM CLUB**

This club's goal is to immerse students in the films of other cultures in an effort to promote cultural diversity and awareness.

Sponsor: Mrs. Viviano

### **FRENCH CLUB**

The French Club is open to all students interested in the French language and culture. Knowledge of French is helpful. Activities include trips to plays, concerts and restaurants.

Sponsors: Mrs. Brouard and Mr. Eberly

### **FUTSAL CLUB**

Futsal is a mini-sided soccer game, played indoors on a hard surface with a special low-bounce soccer ball. It is a great workout, but more importantly, it is fun! The club will meet in the Conestoga gym, primarily in the spring.

Sponsor: Mr. Zimmerman

### **FUTURE BUSINESS LEADERS OF AMERICA**

FBLA promotes business education and leadership. The club sponsors speakers and promotes business education through competition in various academic subjects.

Sponsor: Ms. L. Whittaker

### **GAY/STRAIGHT ALLIANCE**

We seek to provide a safe environment for sexual minorities and their allies while educating and interacting with the school community. The club will meet weekly after school.

Sponsor: Mr. Husband

### **GERMAN CULTURE CLUB**

The goal of this club is to educate people about German culture and society and to provide a forum for those who enjoy Germany.

Sponsor: Mr. Nerz

### **GREATER PHILLY CARES CLUB**

The goal of this club is to increase civic engagement among Conestoga students by providing them with opportunities to participate in service projects through a non-profit volunteer organization called Greater Philly Cares.

Sponsor: Ms. Pisco

### **GREENING STOGA TASK FORCE**

The goal of this club is to make our school community more environmentally friendly by raising awareness of recycling efforts, energy use and trash disposal at Conestoga.

Sponsors: Mr. Stroger, Mrs. Elshakhs and Mr. Matthews

### **GUITAR CLUB**

This club is for students who know the basics of guitar playing. The purpose of the club is to give guitar players a venue to practice together and improve their skills.

Sponsor: Mr. DiLella

### **HABITAT FOR HUMANITY**

The club's primary objective is to eliminate substandard housing from the world and make the goal of decent shelter for everyone a matter of conscience. Activities include fundraising and building renovation at various HFH sites in the region. To participate at a Habitat worksite, students must be at least 15 years old; all students can help with fundraising, bake sales, etc.

Meetings are held after school and on Saturdays.

Sponsors: Ms. Hart and Mrs. Dillon

### **HELP 4 HEALTH**

This service oriented club plans an activity to raise funds to benefit a different cause every month. They plan activities such as car washes, bake sales and other fund raising efforts.

Sponsor: Mrs. Wolfe

### **HISPANIC CULTURE CLUB**

This club is open to all students interested in the Spanish language and culture. Club activities culminate with an Hispanic Culture Day.

Sponsor: Mrs. Taylor

### **HORTICULTURE CLUB**

This club is for all students who have an interest in botanical investigations as well as caring for plants grown in the greenhouse.

Sponsor: Mr. Matthews

### **HUMAN RIGHTS CLUB**

This club heightens student awareness of human rights violations on a national and international scale and plans two major events throughout the year: Amnesty and Human Rights Week. Meetings are held weekly.

Sponsor: Ms. Sculley-Ellett

### **INTERACT**

Affiliated with the national Rotary Club, Interact members develop local and international service projects that expand their understanding of the world and promote goodwill. Members will develop valuable leadership and teamwork skills, learn about different cultures and promote peace between nations.

Sponsor: TBA

### **INTERNATIONAL CLUB**

The International Club is dedicated to the promotion of worldwide intercultural learning and living experiences. It provides support and activities for international students at the school. The club meets monthly and as needed.

Sponsor: Ms. K. Whitaker

### **INTRAMURAL SPORTS CLUB**

For students interested in participating in non-traditional high school sports teams, the Intramural Club provides students with recreation and the experience of competing with other students within their own school. Activities include Ultimate Frisbee, Dodge ball, Indoor Soccer, Basketball and Floor Hockey, after school on a rotating basis.

Sponsor: Mr. Koenig

### **ITALIAN LANGUAGE & CULTURE CLUB**

For students interested in Italian language and cultural activities, the club expands the Italian experience at Conestoga through excursions to the opera, authentic Italian restaurants, Italian Culture Day, and similar events.

Sponsor: Mr. A. Russo

### **JUNIOR CLASSICAL LEAGUE**

The goal of JCL is to expand Latin students' knowledge and enthusiasm for the classics. Members study the Latin language and Roman culture and attend a convention in May.

Sponsor: Mrs. Peel

### **JUNIOR STATE OF AMERICA (JSA)**

Part of a national organization, this student run organization promotes democracy and political awareness. It supports free thinking through debate and discussion. Students will attend one to two conventions per year where they will discuss/debate national and international issues.

Sponsor: Mr. Holmes

### **KEY CLUB**

Key Club is the world's largest student service organization. If you want to help others, serve your school, and make your community a better place through volunteer service, then Key Club is your kind of organization! Meetings will be held every other week after school.

Sponsor: Mrs. Pretz

### **KIDS IN CRISIS**

The goal of this club is to promote awareness of worldwide crisis situations and help to alleviate the problem. The club will raise funds through donation boxes and participation in bake sales car washes, etc.

Sponsor: Mr. Decker

### **KNITTERS CLUB**

This club's objective is to have students with an interest in knitting get together to enjoy their craft.

Sponsor: Mrs. Kerschner

### **LOCKS OF LOVE CLUB**

Members of this club will help to organize an event where students can donate their "locks" to the Locks of Love organization. They will also raise money for the American Cancer Society.

Sponsors: Ms. Mariani and Mrs. Long

### **MATH COMPETITION TEAM**

The Math Club/Competition Team participates in math competitions throughout the school year. The purpose of the club is to challenge students, in a competitive setting, to complete math problems involving high school math topics. Practices are held after school, as are competitions, some of which are with area schools. This club, open to all students in grades 9-12, requires no previous experience.

Sponsors: Mr. Miehl and Mr. V. Russo

### **MODEL UN**

Membership is open to all students interested in international affairs. Intense individual and delegation preparation is required for participation in at least one Model UN Conference, usually in New York (four days the end of March) or at the University of Pennsylvania.

Sponsors: Mr. Zimmerman and Mr. Cruz

### **MOVIE PRODUCTION/CRITIC CLUB**

The goal of this club is to produce a movie(s) from writing/editing the script to submitting the film to festivals/contests. The club will also view movies and learn to critically analyze the media.

Sponsor: TBA

### **MUDDERS' CLUB (Clay and Ceramics)**

This club is open to students who have taken or are currently enrolled in advanced ceramics. Students will have time for personal growth as well as a part in the operation of a ceramics studio.

Sponsor: Mr. Matthews

### **MULTI-CULTURE CLUB**

The goals of this club are to help ESL students to learn English, to assist them with homework and to exchange knowledge of different countries and cultures, including our own.

Sponsor: Mrs. Burling

### **MUSICIANS' GUILD**

The Musicians' Guild is Conestoga's independent band and musical performance group. The Guild welcomes all styles from Ska to Funk and from Folk to Punk. Anyone seeking an opportunity to participate in concerts, whether as a musician or as technical support, is welcome to attend.

Sponsors: Mr. Smith and Mr. Ruggeri

### **NATIONAL ART HONOR SOCIETY**

National Art Honor Society recognizes students in grades 10-12 who have shown an outstanding ability in Art. The NAHS also strives to aid members in working toward the attainment of their highest potential in art areas. Please see Mrs. Cruz for membership information.

Sponsor: Mrs. Cruz

### **NATIONAL HISTORY COMPETITION CLUB**

This club encourages the study of history through creative presentations of historical topics. Affiliated with the Chester Co. Historical Society, the club will prepare students to compete in the National History Day competition, a competition centered around a yearly theme. Categories include performance, web design, video documentary, visual exhibit and library research paper.

Sponsors: Mrs. Bond and Mrs. Hyatt

### **NATIONAL HONOR SOCIETY**

National Honor Society membership is based on a student's outstanding performance in the areas of scholarship, service, leadership and character. Students are selected for this organization. Please see Mrs. Hallman for more information.

Sponsor: Mrs. Hallman

### **OUTDOORS CLUB**

The goal of this club is to get CHS students involved in outdoors activities and to nurture an appreciation for nature. Members will have opportunities to take various outdoor trips, such as hiking, biking and rock climbing.

Sponsor: Ms. Hall

### **PAINTBALL CLUB**

This club gives students the opportunity to play organized games of paintball. Come join the fun and get exercise while improving your skills and tactics. Players must provide their own equipment.

Sponsor: Mr. Kane

### **PEER MEDIATION**

Students who are selected for Peer Mediation work to promote conflict resolution, anger management and tolerance in the school community. Peer Mediation F.R.O.G.S. help students become familiar with life at Conestoga. Peer Mediation LINKS is a mentoring program for all freshman, new students and other students in need of support. Peer Mediation STAR is an elementary school outreach program that promotes anti-bullying and conflict resolution skills. **Applications may be submitted in January 2009.**

Sponsors: Ms. Mariani and Mr. Cangi

### **PEER TUTORS**

Members of Peer Tutors assist the Guidance Office by introducing new students to the school and developing programs on student issues.

Sponsor: TBA

### **PÉTANQUE LEAGUE OF NATIONS**

Students in this club participate in the game of Pétanque, a French bowling game similar to lawn bowling or Bocce Ball.

Sponsor: Mr. Eberly

### **PHILOSOPHY CLUB**

The purpose of this club is to explore and question various philosophical concepts through reading, discussion and film.

Sponsor: Mr. Koenig

**PIODANCO (Pioneer Dance Company)**

Piodanco presents an evening of student performed and choreographed dance in various styles: modern, ballet, jazz, hip hop, musical theatre, African dance and more. An informational meeting will be held in September and choreographers interested in working with Piodanco will present ideas at an audition in November. If selected, they will have the opportunity to audition dancers to be in their pieces for the performance in March.

Sponsor: Ms. Eisenhower

**POLINOMIC CLUB**

This club, in partnership with high schools in Canada and China, hosts international online discussions of politics and economics.

Sponsor: Ms. L. Whittaker

**PROMise CLUB**

The goal of this service-oriented club is to collect donated prom dresses, sell them for a nominal price at a less privileged high school and donate the proceeds to charity.

Sponsor: TBA

**REACH (Responsible, Educated Adolescents Can Help)**

Members of REACH bring healthy lifestyle, tolerance of differences and positive living messages to the students in our elementary and middle schools. Membership is open to all students willing to demonstrate their commitment to a drug and alcohol-free lifestyle. Meetings are held monthly in the evening or after school. One day of training conducted in the fall is required of all new members.

Sponsor: Mrs. McMullen

**ROBOTICS CLUB**

Students with an interest in robotics will have the opportunity to practice their skills and become proficient in robotics, with the goal of entering robotics competitions.

Sponsor: Mr. Austin

**ROCK CLIMBING CLUB**

This club teaches a basic understanding of rock climbing with a focus on safety and team work. It is open to all skill levels.

Sponsor: Mr. Jones

**SADD (Students Against Destructive Decisions) /****TATU(Teens Against Tobacco Use)**

SADD/TATU is dedicated to addressing issues of underage drinking, impaired driving, drug use, tobacco use and other destructive decisions and killers of young people. SADD/TATU's mission is to provide students with the best prevention and intervention tools possible to deal with the serious issues facing teens today. Members are involved in a number of projects within the school and with other Chester County schools. Open to all students, meetings are held after school.

Sponsor: Dr. Mihelcic

**SCIENCE OLYMPIAD**

The goal of the Science Olympiad Club is to prepare for the regional competition each March. Students meet after school to work on projects related to competition, especially building items such as catapults, planes and musical instruments.

Sponsor: Mr. Wood

**SCRABBLE CLUB**

Scrabble Club creates an opportunity for word game lovers to enjoy the competitive game of Scrabble.

Sponsor: Mr. Smith

**SHINE (for Christ)**

Students will gather together to discuss Christian issues, sing songs, and pray. Everyone is welcome, but members are expected to have an honest desire to participate in this student-initiated activity. The club will meet Friday mornings at 6:30 AM. Shine is not a school-endorsed club.

Sponsor: Mr. Wood

**SKI/SNOWBOARD CLUB**

The Ski/Snowboard Club provides opportunities for those who enjoy skiing or snowboarding to get together outside of school.

Sponsor: Mr. MacConnell

**SQUASH CLUB**

Playing squash helps students learn a sport that develops eye/hand coordination, footwork and racquet control. Advanced players will teach novices. Affiliated with the Berwyn Squash Club, the group meets once a week after school.

Sponsor: Mrs. Ross

## **STAGE CREW**

Stage Crew is a select group of students trained to staff and technically support performance events in the Hobson C. Wagner Auditorium.

Sponsors: Mr. Starnier and Mr. DiLella

## **STOGANEWS.COM PRODUCTION CLUB**

Stoganews.com is the online edition of The Spoke. The site features stories, videos, photo galleries and student polls. Club members maintain the site and contribute content under the direction of The Spoke's editor-in-chief.

Sponsor: Ms. Houseman

## **'STOGA RADIO**

The goal of this club is to discuss and share ideas about the future technology that could be used in radio stations to deliver music, entertainment, news and event announcements to its audience.

Sponsor: Mr. Kim

## **'STOGA READERS**

The goal of this club is to encourage a love of reading by choosing a book each month to read and discuss as a group.

Sponsor: Ms. Shepherd

## **STUDENT EARTH ACTION (S.E.A.)**

SEA is a group of students concerned with the environment. The club raises student awareness of environmental issues and seeks to improve the environment locally and globally. SEA collaborates with the Sierra Student Coalition.

Sponsor: Mr. Strogen

## **STUDENT EXECUTIVE COUNCIL**

The Student Executive Council brings students together with the CHS administration. Monthly meetings open the lines of communication between students and administrators. We encourage students with free periods to attend as well. Meetings are held monthly on a rotating schedule.

Sponsor: Administration

## **TAKE A BLINK FOR PINK**

The goals of this club are to raise breast cancer awareness among Conestoga students and to support breast cancer research through various fundraising projects.

Sponsor: Mrs. Sculley-Ellett

## **T/E KIDS CARE**

This service oriented club explores and responds to crises that arise in the community. Students are given the opportunity to reach out and care for those in the T/E community during times of need.

Sponsors: Ms. McGuckin

## **T/E TV PRODUCTION CLUB**

The club will be involved with all levels of television production. Students will learn how to use computers, cameras and editing equipment as well as be the "On Air" talent in many student productions. The club offers opportunities for students who are unable to schedule TV Seminar.

Sponsor: Mr. Baskin

## **THREE CUPS OF TEA**

This club is partnered with the central Asia Institute in response to Greg Mortensen's book *Three Cups of Tea*. They raise money for a program that builds school in remote areas of Afghanistan and Pakistan and work to raise awareness of global education.

Sponsor: Ms. Shepherd

## **TIE DYE CLUB**

The goal of this club is to teach students how to tie dye, with an emphasis on creating unique designs. Members are strongly encouraged to make new friends and to have fun!

Sponsor: Mr. Decker

## **TRI-M MUSIC HONOR SOCIETY**

Chapter #3175 of the Tri-M Music Honor Society fosters interest in band, orchestral and choral performance and creates opportunities for personal musical expression and school and community service. Meetings are held weekly after school.

Sponsor: Mrs. Dickinger

## **TRUMPET CLUB**

Trumpet Club provides a setting for students to come together as fellow trumpeters and enhance their playing by learning a more difficult repertoire.

Sponsor: Mr. DiLella

## **TWILIGHTERS CLUB**

The objective of this club is to promote the enjoyment of reading. Club meetings focus on book discussions and debates about the *Twilight* series.

Sponsor: Ms. Finnegan

### **VISUAL ENSEMBLE (Color Guard)**

The Visual Ensemble is a unified team of performers who visually bring to life the music of the Marching Band. Selected through audition, they participate in all football games, parades and attend music trips. In addition to one after school and one evening rehearsal per week, two weeks of summer Band Camp are involved.

Sponsor: Mrs. Rogerson

### **VOICES (Speech/Debate Team)**

VOICES meets weekly in an effort to improve public speaking skills and create a forum for students to express concerns and diverse opinions, examining both sides of an issue. Through conversation and discussion, debate, and speech events such as extemporaneous speaking, impromptu speaking, poetry reading, and storytelling, students prepare for monthly participation in the Pennsylvania High School Speech League tournaments.

Sponsor: TBA

### **VOLLEYBALL CLUB**

This is a recreational club for students interested in playing volleyball. It will provide students with a place to practice so that they are able to increase their skill levels.

Sponsor: Ms. Manning

### **WATER FOR LIFE**

The goal of this club is to raise money for Water Partners International, an organization which provides water for children in India and Kenya, and to increase awareness of this global issue.

Sponsor: Mrs. Wolfe

### **WOMEN'S SELF-DEFENSE CLUB**

The goal of this club is to teach young women basic self-defense skills and to promote self-confidence.

Sponsor: TBA (Fall)/Mrs. Copperthwaite (Spring)

### **YOGA CLUB**

Students involved in this club will participate in weekly yoga sessions at Conestoga with a certified instructor. Various styles of yoga will be explored: from fitness to meditative.

Sponsor: Mrs. Earle

### **YOUNG DEMOCRATS CLUB**

The objectives of this club are to provide community service, raise awareness at school about the Democratic platform and issues, sponsor political debates, and serve as a forum for speakers from the community.

Sponsor: Mrs. Ciamacca

### **YOUNG LIBERTARIANS CLUB**

The purpose of this club is to educate Conestoga students about libertarianism and to conduct debates with other political clubs.

Sponsor: Ms. Shepherd

### **YOUNG REPUBLICANS CLUB**

Students will meet to discuss conservative political views. The club will have guest speakers from many political positions as well as leaders of businesses and various professions.

Sponsor: Dr. DeSipio

### **YOUNG SOCIALISTS CLUB**

This club's goal is to provide insight for interested students into lesser-known political philosophies.

Sponsor: Mr. Flores

#### **INACTIVE CLUBS**

The following clubs have existed in previous years, but are not currently active. If you have an interest in reinstating one of these clubs, please come to the Activities Office, Room 130, for information on how to do so.

Bead & Design Club  
Books For Kids Club  
CAPCO Club  
CHS Ladies Dance Club  
Darfur Awareness Club  
Extreme Badminton Club  
Greek American Culture Club  
Kids Caring For Cancer  
Laser Tag Club  
Paddle Tennis Club  
Photography Club  
Ping Pong Club  
Schools For Schools  
Support Our Armed Forces Club  
Surf Club  
United Jewish Student Organization  
Waterpolo Club

**2009-2010  
Conestoga High School  
New Activity Request Form**

Name of proposed activity: \_\_\_\_\_

Brief description of the goals/objectives of the activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Frequency of meetings: \_\_\_\_\_

Meeting times: \_\_\_\_\_ Meeting place: \_\_\_\_\_

Sponsor's name: \_\_\_\_\_ Sponsor's Signature: \_\_\_\_\_  
(Must be a faculty member who has agreed to sponsor and coordinate the activity.)

Membership eligibility: \_\_\_\_\_

Affiliation name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Long term goals of the club: \_\_\_\_\_

Short term goals of the club: \_\_\_\_\_

Plans to raise funds: \_\_\_\_\_

How will the club benefit the students and/or the community of Conestoga? \_\_\_\_\_

\_\_\_\_\_

List of interested students (10 minimum):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please submit form to Ms. Michele Capuano, Assistant Principal, Room 130.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## CO-CURRICULAR ORGANIZATIONS

The following activities are school subjects, part of the instructional program. Students must schedule them through their counselors as they schedule other courses. Course work is graded; credit is awarded.

### Office Aides

There are many opportunities throughout the school for students to become office aides and receive credit. Some of the areas currently employing aides are listed below. Interested students should inquire about specific requirements at individual offices.

Audio/Visual	Mrs. Bond
Communications Center	Mr. Starnier
Guidance	Mrs. Whelan
Library	Mrs. Bond
Athletics	Mr. Grace

### Literary Magazine

The "LitMag" is the showcase for students' creative works in photography, art and literary genres including biography, essay, short story, drama and poetry. Through the publication of student work, the LitMag hopes to inspire the creative arts among the student body. Students may submit their work by e-mailing [litmag@stoga.net](mailto:litmag@stoga.net). Submissions are reviewed anonymously by the staff, who then offer feedback. The LitMag publishes qualified work during the year in three quarterly editions, online at [chslitmag.com](http://chslitmag.com), and finally, compiled in a special bound edition at the end of the year.

Sponsors: Mrs. Ebarvia and Mr. Smith

### School Newspaper

*The Spoke*, Conestoga's student newspaper, provides opportunities to write, edit, and use artistic, photographic and computer talents. "Letter to the Editor" and "Voices" provide a forum for student contributions.

Sponsors: Ms. Houseman and Mrs. Hyatt

### Yearbook

*The Pioneer* is the annual written and pictorial compendium of the year's memories published in late spring. The limited staff is determined by application only. Approximately six students are selected from each class for training continuity.

Sponsors: Ms. Doyle and Mr. Trainer

### Multi-Media Magazine

*Frame & Canvas* is Conestoga's alternative publication, primarily published as an online magazine. It incorporates elements of the school's three other publications, and as such, students will attain the skills necessary to join the other publications in the future should they wish. Staff members build the magazine from the ground up, from brainstorming articles and features to layout and design.

Sponsors: Mr. Ruggeri and Mrs. Ebarvia

### T/E TV News

*T/E TV News*, a district-wide cable TV news program broadcast on public access channel 14, features news presented by reporters throughout the school district. Every other week during television production classes, Conestoga students produce programs, which are then broadcast during the afternoon and evening. Students interested in the news programs or in any other studio productions are welcome to contribute during their study periods or after school.

Sponsor: Mr. Baskin

### Music Organizations

The following Performing Groups are offered as regularly scheduled classes. Specific descriptions can be found in the Program of Studies.

- Concert Band
- Wind Ensemble
- Marching Band
- Symphony Orchestra
- Jazz Band
- Jazz Ensemble
- String Ensemble
- Concert Choir
- Ensemble (Camerata)
- Chorale
- Treble Chorus (Chanteuses)

## Sports

The Tredyffrin/Easttown School District sponsors sports during the fall, winter, and spring seasons. Sports team members must give long hours to practice and attendance at games. Some sports require practices on weekends or during scheduled vacation times. This commitment results in team membership that exemplifies the “Stoga spirit.”

Sports schedules are tentative and subject to last minute change. Please check the sports hotline at 610-240-1042 for dates, times and locations of sporting events. For up to the minute game dates, times and locations go to [www.highschoolsports.net](http://www.highschoolsports.net)

### Seasonal Listing of Athletic

	<u>Male</u>	<u>Female</u>
<b>Fall</b>	Cross Country Football Golf Soccer	Cross Country Field Hockey Golf Soccer Tennis Volleyball Cheerleading
<b>Winter</b>	Basketball Swimming Track Wrestling	Basketball Swimming Track Cheerleading
<b>Spring</b>	Baseball Lacrosse Track Tennis	Softball Lacrosse Track

### Freshman Athletic Teams

Freshman teams with interscholastic schedules are available. Ninth graders with demonstrated abilities are eligible to compete at junior varsity or varsity levels on all teams.

	<u>Male</u>	<u>Female</u>
<b>Fall</b>	Football Soccer	Field Hockey Soccer (JV-B) Volleyball
<b>Winter</b>	Basketball	Basketball
<b>Spring</b>	Baseball Lacrosse (JV-B)	Softball (JV-B) Lacrosse (JV-B)

### Recognized Athletic Clubs

Conestoga High School recognizes Boys and Girls Squash, Boys and Girls Rugby, Boys and Girls Crew, and Boys and Girls Ice Hockey as athletic clubs. Program information regarding athletic clubs is available from sponsors.

### Seasonal Listing of Athletic Clubs

	<u>Male</u>	<u>Female</u>
<b>Fall</b>	Ice Hockey	Ice Hockey
<b>Winter</b>	Ice Hockey Squash	Ice Hockey Squash
<b>Spring</b>	Crew Rugby	Crew Rugby

## **Athletic Academic Eligibility**

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of the grading period, shall be reported on a weekly basis, and shall be filed in the principal's office.

In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may, at his/her election, determine whether the student, as of that day, meets the standards provided for in this section.

In order to be eligible for interscholastic athletics, a pupil must have passed at least four full-credit subjects or the equivalent during the previous grading period. Conestoga students who fail two or more major subjects (those subjects that meet every day) will be declared ineligible for interscholastic athletics for fifteen (15) school days.

Back work may be made up, providing it is in accordance with the regular rules of the school.

## **Expectations for Spectators**

Any Conestoga High School athletic contest, either home or away, is considered a Conestoga activity. Therefore, student fans attending such contests are expected to represent Conestoga in a respectable manner. Behavior that is not consistent with the expectations outlined in the Conestoga High School Code of Conduct will be addressed by an administrator.

## **Conestoga High School Code of Student Conduct**

**See attached Tredyffrin/Easttown School District  
Policy 5401 (Discipline) pg. 43**

### **Philosophy**

The goal of Conestoga High School is to provide the best possible educational experience for each student. The instructional program, curriculum alternatives, interscholastic sports, and co-curricular activities offer many opportunities for student success. Coupled with the advantages of these educational opportunities is the need for students to assume personal responsibility for their behavior. Students share with the school community responsibility for developing a school climate that is conducive to learning and living.

The Conestoga High School Code of Student Conduct is based upon this responsibility. Understanding the information that follows is an essential responsibility of each student.

### **RIGHTS AND RESPONSIBILITIES:**

Students at Conestoga High School have:

**THE RIGHT** to function in a positive learning and working environment free from disturbances.

**THE RESPONSIBILITY** to understand and accept that student learning is the primary purpose of our school and to behave in a manner that promotes opportunities for optimal teaching and learning.

**THE RIGHT** to have a safe school environment.

**THE RESPONSIBILITY** to respect the right of others to have a safe school environment.

**THE RIGHT** to have individual beliefs, ideas, cultural and religious practices and differences respected.

**THE RESPONSIBILITY** to be accepting of the uniqueness of others.

**THE RIGHT** to be treated with courtesy, fairness and respect.

**THE RESPONSIBILITY** to treat others with courtesy, fairness and respect.

**THE RIGHT** to have property respected.

**THE RESPONSIBILITY** to respect and secure private and public property.

**THE RIGHT** to participate fully in school life when all the established requirements have been met.

**THE RESPONSIBILITY** to assure that participation in all aspects of school life is open to everyone.

**THE RIGHT** to a clear understanding of what is expected of them.

**THE RESPONSIBILITY** to know their role in the school community and to help others to understand their role.

**THE RIGHT** to a fair hearing in cases involving the application of academic or disciplinary regulations.

**THE RESPONSIBILITY** to understand and utilize the school's procedures for resolving concerns, conflicts and disagreements.

**THE RIGHT** to express themselves.

**THE RESPONSIBILITY** to ensure that their expression does not directly interfere with the educational process and/or another's rights, encourage unlawful activity, ethically compromise another's confidential trust, or violate the standards of libel, slander or obscenity.

### **BEHAVIOR GUIDELINES**

For most instances in which it is believed that an infraction has occurred, the classroom teacher will address the student first and may also notify the parents/guardians. When appropriate, the matter will be referred to the grade level administrator for continued action.

#### **Academic Honesty (Plagiarism and Cheating)**

Mission Statement: The Conestoga High School community believes that academic integrity is central to our mission as an institution of learning.

The students, staff, and families will share responsibility for maintaining an environment of honest scholarship.

Plagiarism is the practice of copying words, sentences, images or ideas for use in a written or oral assignment or examination, and not giving

proper credit or attribution to the source. Plagiarism is a serious offense. The person who completes the work deserves the credit for the effort. Plagiarizing not only denies the proper credit to the individual who did the work, but it dishonestly usurps the material. Cheating is the practice of acquiring or providing information about the content of instructional materials used in the assessment of student achievement in order to gain or to give an unfair advantage on the assessment.

**Action:** Upon determination of cheating or plagiarism the student(s) involved in the incident will be assigned a grade of zero for that assessment instrument (e.g., quiz, report, project, etc.). After the teacher has discussed the incident with the student, the infraction will be referred to the grade level administrator for review. Disciplinary action may involve Evening Supervised Study (ESS), Saturday detention or external suspension, as well as a zero for the assignment.

### **Assault, Physical**

Students may not physically attack or batter another person. No student or group may deliberately frighten, disturb, or inhibit another person through threatening behavior of any nature.

**Action:** A first referral will carry a minimum of five days of external suspension (OSS), a conference with parents and notification of police authorities of the incident. Alternative education placement will be considered. A second referral will result in a recommendation for a ten-day external suspension, recommendation for expulsion and referral to police authorities. Students may be asked to complete a risk assessment. (Reference Policy 5401) pg. 43.

### **Assault, Verbal/Threats/Intimidation**

Verbal assault, a particularly insidious form of harassment, is the threat to injure another person physically. No student or group may deliberately frighten, disturb or inhibit another person through threatening behavior of any nature.

**Action:** Verbal assaults against staff members or other students will not be tolerated. Depending on their seriousness and frequency, verbal assaults may result in a parent conference, Evening Supervised Study, privilege loss or delay, and/or external suspension. Students may be asked to complete a

risk assessment. Police may be notified. Further offenses will result in additional external suspensions and disciplinary action. (Reference Policy 5401) pg. 43.

### **Assemblies**

Assemblies are held in the auditorium or gymnasium. Attendance at school-wide assemblies is required; unassigned periods may be pre-empted by assembly programs. Inappropriate responses to productions are not permitted.

**Action:** Students who do not report to an assembly will be considered to be cutting the class during which the program is held. Therefore, the class cut policy will be in effect. (See Class Attendance, Class Cut.) In addition, all privileges will be revoked for the marking period or semester. Students who act in ways that are inappropriate for the program will be directed to leave the assembly. Depending upon the infraction's seriousness, disciplinary action may involve the exclusion of the student from future programs in addition to privilege loss and school detention, Evening Supervised Study, Saturday Detention or external suspension (OSS).

### **Bullying**

Bullying is prohibited. "Bullying" means intentional and repeated hurtful or intimidating words, acts or other behaviors, such as name-calling, threats and/or deliberate ostracism, committed by one or more students against another student.

**Action:** Bullying will not be tolerated. Depending on the seriousness and frequency, incidents of bullying may result in a parent conference, Evening Supervised Study, privilege loss or delay, and/or external suspension. Students may be asked to complete a risk assessment. Police may be contacted. Further offenses will result in additional external suspensions and disciplinary action. (Reference Policy 5401) pg. 43.

### **Bus Conduct**

The district maintains the responsibility for providing safe transportation for all students to and from school and school activities on district vehicles. Therefore, no student is permitted to behave in a way that endangers his or her own safety or the safety of others. At the bus stops

students must: 1) wait off the highway out of traffic; 2) refrain from playing games, running or chasing others; 3) be sure the road is clear; 4) always cross in front of the bus. Bus safety demands student cooperation with the driver. Drivers are unable to devote full attention to the road when students are misbehaving. Students must observe the following rules: 1) remain seated and keep hands, head, and feet inside the bus; 2) refrain from eating, drinking, or throwing things out of windows; 3) refrain from possessing and/or using tobacco products; 4) use emergency exit only for emergencies; 5) refrain from tampering with the bus or its equipment; 6) ride only on your assigned bus and get off only at the assigned stop; 7) abide by the same standards of conduct as in the classroom; 8) maintain courtesy and use no profane language; 9) refrain from spitting; and 10) refrain from using or playing radios, cell phones, and/or other equipment which would interfere with the safety of others. Pennsylvania Act 65 of 1998 amends the Crimes Codes to classify entrance onto a school bus without proper authorization and with the intent to commit a crime, or disrupt or interfere with the driver as well as refusal to disembark from the school bus after being ordered to do so, as third-degree misdemeanors.

**Action:** The bus driver will handle routine problems. If misconduct continues, the problem will be referred to an Assistant Principal using the established reporting system. Bus transportation is a privilege which may be withdrawn for certain specific periods. Additional consequences may occur. An Assistant Principal, in conjunction with the Superintendent's Office, will address recurrent misbehavior. Buses may have video surveillance for purposes of school bus safety. Review of such tapes may result in disciplinary action when warranted. (Reference Board Policy 8070 and 5413) pg. 43 and pg. 44, respectively.

### **Cafeteria/Lunch/Food-Drink**

Students must report for lunch during the period indicated on their schedules. They may eat lunch in the cafeteria or courtyard. Students are to dispose of trash appropriately and leave their areas clean. Food and drink (other than water) may be enjoyed in the cafeteria and courtyard. Students are permitted to drink water in classes. Per teacher discretion, food and drink may be enjoyed in the

classroom. **For information about pest management in the schools, see attached Tredyffrin/Easttown School Board Policy 8012 (Integrated Pest Management) pg. 43.** Students are also reminded that classes are in session during the lunch period and therefore unnecessary traffic and noise in the halls is not permitted. Students assigned to lunch must use lavatory facilities near Student Services. Students must remain in the designated lunch areas (cafeteria and courtyard) during their lunch periods. Students are not permitted to purchase food from an outside vendor and transport it into the cafeteria during lunch time.

**Action:** Students who loiter in bathrooms or make noise in the hallways during the lunch periods will be warned at the time of the first offense and assigned to school detention or Evening Supervised Study for subsequent offenses. Students who are found in unsupervised areas, including the more remote restroom facilities, or in possession of food from an outside vendor may be subject to disciplinary action. Students in the cafeteria who do not dispose of trash and leave their areas clean will be considered disrespectful and subject to disciplinary action. Students with cafeteria debts of \$10.00 or greater may lose the privilege to make purchases from the café vendor.

### **Calculator Use**

Graphing calculators are primarily designed as mathematical tools to enhance learning. While these calculators have game capability, playing such games in the instructional setting is prohibited. It is recommended that all students permanently inscribe their name on their personal calculators.

**Action:** A student who plays a calculator game will be asked to clear his/her calculator memory. Refusal to do so will result in the teacher temporarily confiscating the calculator and clearing the memory. A student who possesses a calculator game deemed inappropriate will have his/her calculator temporarily confiscated and its memory cleared upon referral to an administrator, who may then take disciplinary action.

### **Cell Phones/Electronic Items**

Students are not permitted to use cell phones in school when school is in session. **Cell phones must be powered off for the duration of the school day.** Use of video or recording equipment is limited

to curricular purposes or, alternately, with administrative approval. Telephones for student use are available from 7:20a.m. – 2:20a.m. in all administrative offices, Student Services and the main office. (Reference Policy 5414) pg. 50.

**Action:** When cell phones and/or other electronic items are in use without authorization during the school day, the equipment will be confiscated and turned over to an assistant principal to be returned to a parent or guardian. In addition, other disciplinary consequences may be assigned. Failure to give a cell phone to a staff member upon request will be considered insubordination.

### **Class Attendance, Class Cuts**

Regular attendance is essential to academic excellence. Absences from class interfere with the continuity of learning for both the absent student and others in the class. Excused absences from class may be unavoidable. Students are responsible for requesting and promptly completing any work missed during the absence. For most assignments, students have two days for each day of absence within which to make up work. Teachers may require long-term assignments, for which students have a week or more advance notice, to be submitted on the first day back from an excused absence. For further information, consult the teacher and/or the teacher's grading policy distributed at the beginning of the course. Unexcused absences from classes (class cuts) interrupt the continuity of learning and can have a direct negative effect on a student's grade. A class cut is defined as an unexcused absence from **all or part** of a scheduled class or class activity. When a student has a special problem in locating a class or teacher or is confused by the schedule, he or she must report immediately to the office of an Assistant Principal to prevent a recording of a class cut.

**Action:** Teachers are not obligated to provide makeup work for students who cut class and therefore willfully remove themselves from academic instruction. A failing grade may be assigned for any graded work that was completed during the class cut. A student who cuts a class will be assigned two sessions of Evening Supervised Study and will receive a 10% point grade reduction for the marking period because of academic work missed. The next cut in the same class in the same

marking period will result in the assignment of two additional sessions of Evening Supervised Study and, because of academic instruction missed, either a maximum grade of 50% for the marking period or the achieved grade, whichever is lower. Further class cuts in any subject will result in a parent conference, the assignment of four sessions of Evening Supervised Study and the implementation of the described grade reduction policy. In addition, all privileges will be revoked for the marking period or semester. Privileges may be revoked after the first cut.

### **Computer Use**

A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Students are to know these guidelines before using school computers. Further details can be obtained from the teacher or aide in charge of the computer labs. Students must follow the guidelines established in the school district's acceptable use policy, which must be signed by each student. See Regulation 6190 for additional information.

**Action:** Failure to follow these guidelines will result in a conference with an Assistant Principal, school detention, Evening Supervised Study and/or external suspension. More serious or repeated offenses may result in multiple Evening Supervised Study periods, Saturday detentions, external suspension (OSS) and police notification. Additionally, computer privileges will be suspended indefinitely.

### **Dangerous or Nuisance Materials and Activities**

The school, school property and school buses will be free of objects, materials or activities that have the potential to disrupt anyone's freedom to learn or inflict injury. A listing of all such dangerous or nuisance items and activities is not possible. Possession or use of the following is prohibited: aerosol cans, broad-tipped felt markers, basketballs, firecrackers, Frisbees, skateboards, squirt guns, practical joke items, toys, paging devices ("beepers"), laser pointers, snowballs and other projectiles. (Student members of volunteer fire companies are permitted to carry pagers with administrative approval.) Students who find or encounter dangerous/nuisance items are required to inform a staff member immediately. Throwing objects such as snowballs, food, rocks, clay, wood,

firecrackers, etc. is dangerous and prohibited at all times in the building, on school grounds, on buses or during school activities.

**Action:** Any items or materials or activities considered to be potentially hazardous to safety or disruptive to the normal school conduct will be confiscated. Students in possession of such items or materials must surrender them as requested. Additional consequences may be assigned. At the discretion of an Assistant Principal, some items may be returned to the student after the school day. Others may be given to the student's parent or to the police authorities. A student's failure to cooperate in surrendering an item or material to school personnel will be considered insubordinate behavior, and that refusal alone will result in disciplinary action. The minimum disciplinary consequence for throwing snowballs, rocks, harmful objects, etc. is the assignment to Evening Supervised Study. More serious or repeated offenses may result in multiple Evening Supervised Study periods, Saturday detentions, external suspension (OSS), and police notification. Failing to report dangerous or nuisance materials is a safety concern and may result in disciplinary action.

### **Disrespectful Behavior**

Rudeness, interruption of classroom activities, and degrading or insulting behavior towards school personnel and/or other students is unacceptable.

**Action:** Students must treat school personnel and classmates with respect and consideration. Failure to do so will result in a conference with an Assistant Principal, school detention, Evening Supervised Study and/or external suspension.

### **Disruptive/Disorderly Behavior**

Behavior that disrupts the quality of the learning environment will not be tolerated.

**Action:** A student who is disruptive or disorderly may be sent to an Assistant Principal's office. Depending upon the nature of the offense, the student will (minimally) be retained in the office for the period, and the teacher and/or Assistant Principal will inform his or her parent of the incident. Other disciplinary actions up to and possibly including external suspension may be imposed. Starting with the second incidence of removal from class for disciplinary reasons, the class absence may be considered a class cut, and the

grade reduction policy (see Class Attendance, Class Cuts) will be implemented along with other disciplinary measures, including loss of privileges.

### **Dress and Hats**

Conestoga students are expected to dress tastefully and appropriately for weather conditions. Parent support is important in the effort to maintain a productive academic atmosphere. The following guidelines were developed to assist students, parents, administrators, teachers, and security personnel in determining appropriate student attire. Guidelines apply to all areas of Conestoga High School (including the courtyard and gym areas) during regular school hours, periods of detention, Evening Supervised Study (ESS), Saturday Detention and school sponsored events. Administrative exceptions to the dress guidelines may be made for special circumstances.

Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders. Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. Clothing of a revealing or sexually suggestive nature is prohibited, including clothing which has been intentionally or inadvertently torn. Footwear is required at all times on school premises.

Clothing bearing imprinted messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness. The advertisement of drug, alcohol or tobacco products and the depiction of violent or sexually explicit messages or images are prohibited. Display of messages, or images with double meanings, and those that strain interpersonal or inter-group relations are prohibited.

Head coverings are not permitted.

**Action:** A student whose attire does not conform to the standards listed will be removed from class attendance until the item of clothing is either replaced or covered or until the school day ends. The student's name will be recorded in the appropriate assistant principal's office. Serious or repeated violations of the dress guidelines are subject to further discipline. For hats, the hat will be removed, confiscated and returned at the end of the day. A second offense will result in assignment of 2 Evening Supervised Study and confiscation of hat. A third offense will result in confiscation of hat and

assignment of a Saturday detention. A fourth offense is a potential day of Out of School Suspension.

### **Driving/Parking**

Bus transportation is provided for all resident students who live outside the established walking distance from Conestoga High School. In consideration for personal safety, school promptness, and environmental concerns, all eligible students are encouraged to use district buses. Student parking on residential streets is discouraged. Tredyffrin Township regulates on-street parking in the neighborhoods surrounding the school. The Tredyffrin Township Police Department strictly enforces parking regulations. The use of the student parking lot is a privilege reserved for senior class members. To use the parking lot, students must pay a processing fee to register each vehicle and prominently display the official parking permit (which is non-transferable between cars and/or students) on the left front bumper. Buying and selling permits is prohibited. Daily parking for eligible situations is on a first-come, first-served basis with no permit holder having priority for a parking space over another. The lot will be closed each day when filled. Students may not park in the faculty/staff section of the lot or in the spaces designated for visitors. Students must park between the lines of designated parking spaces. Students may not visit the parking lot during the school day except as permitted by the privilege system. Exceptions may be granted in writing. Speeds in excess of five (5) miles per hour are not permitted. **Anyone cited for speeding in a school zone by more than 11 miles an hour could be fined up to \$500. Drivers caught speeding for a second time in a school zone will have driving privileges suspended for 60 days.** Unauthorized or improperly parked vehicles will be ticketed and/or towed at the student's/parent's expense. Parking in any of the designated fire lanes is not permitted at any time. Students must report an accident to a staff member (or to police when a staff member is unavailable) immediately, and provide a written report to the Principal within one school day of the accident. The parking lot is the property of the Tredyffrin/Easttown School District. Any student vehicles parked or otherwise under the control of a student in this lot or on the adjacent school property

are subject to search by Tredyffrin/Easttown School District authorities if there is reasonable suspicion that the vehicle contains materials or items in violation of the Tredyffrin/Easttown School District's policies, rules, and/or regulations or otherwise to the extent permitted by law.

**Action:** A student's parking privilege is conditional upon appropriate behavior. An Assistant Principal will revoke the parking privilege of students who park illegally, violate school rules, or conduct themselves in an unsafe manner. In addition, the student will be assigned detention or Evening Supervised Study, and police referral may be necessary. Students who park without authorization are subject to disciplinary action. First offense will result in assignment of one ESS and loss of privileges for one week. Second offense will result in assignment of one Saturday Detention, loss of privileges for 2 weeks and loss of end of year parking privileges (if student is a junior). Third offense will result in deferment of all senior privileges until the 1<sup>st</sup> day of the 2<sup>nd</sup> marking period of senior year.

### **Drugs and Alcohol**

Students must consult the attached Tredyffrin/Easttown School District Administrative Regulations 5405 (Student Substance Abuse) pgs. 46-50.

### **Emergency Equipment**

Tampering with emergency and/or safety equipment (e.g., video surveillance system, fire alarm boxes, panic buttons, fire extinguishers, defibrillators, telephones, exit lights, doors, locks, elevators, signs, etc.) is strictly prohibited. Tampering includes actions from touching the item to disabling it. Prank calls to 911 are unlawful and therefore prohibited.

**Action:** Depending upon a specific situation, the disciplinary response could range from an administrative reprimand to a recommendation for expulsion. Tampering with, setting or discharging falsely a fire alarm, panic button, fire extinguisher, or defibrillator device will result in the assignment of five (5) days of external suspension (OSS), a parent conference and referral to police authorities. The students and his/her parent(s) will be responsible for the costs the district incurs from any

equipment repair or replacement associated with the tampering.

### **Fighting**

Fighting places participants and bystanders in danger of injury and disability. Fighting behaviors will not be tolerated at school, at school activities or while students are on their way to or from school. A student's decision to participate in a fight is also his/her decision to accept the consequences of fighting regardless of the cause of the dispute or the extent of his/her involvement. A desirable means of settling student differences is "Peer Mediation." Students are encouraged to pursue this alternative to fighting. School personnel are always available to help students resolve problems in a peaceful, non-threatening manner.

**Action:** A first referral will carry a minimum of three days of external suspension, a conference with parents and the notification of police authorities of the incident. A second referral carries a minimum of five days of external suspension, a parent conference and referral to the police authorities. A third referral will result in the recommendation for a minimum of ten days external suspension or the removal from Conestoga High School to an alternative setting and referral to the police authorities.

### **Forgery/Misrepresentation/Counterfeit**

The forgery, alteration, or counterfeit of an excuse note, pass, school form, parking permit, privilege card or other document and/or record is prohibited. Forgery includes, but is not limited to, the alteration of time, date or other information bearing the signature or initials of a parent or faculty member, or attempting to use a forged note. Signing a parent's/guardian's name upon their oral consent constitutes forgery. Impersonating a parent or any other person is impermissible and cause for discipline.

**Action:** Incidents involving forgery, impersonation or counterfeit will result in a conference with an Assistant Principal, school detention, Evening Supervised Study and/or external suspension. Subsequent offenses will result in additional disciplinary action. Forgery or misrepresentation of a student's medical status for athletic purposes will result in a season's suspension from interscholastic sports participation.

### **Hall Passes**

The administration reserves the right, at any time, to implement the Hall Pass Procedure. Beginning 5 minutes after the bell the rings for the beginning of each class period, students will need a hall pass in order to leave their assigned classroom. **This includes free periods and study halls.** Students granted permission to leave a classroom should follow the teacher's hall pass procedure. Students are required to carry valid passes with them as they travel through the hallways during class periods throughout the day.

**Action: Students found to be in a place other their assigned location without a pass will have their names forwarded to the grade level administrator and may incur discipline, such as but not limited to ESS, Saturday Detention, or OSS.**

### **Harassment/Non-Discrimination**

The Tredyffrin/Easttown School District maintains that a positive learning and working environment is free from any form of harassment. Everyone should be free from interference, intimidation or disparagement. Respect for the rights, dignity and integrity of others is essential for the well being of our school. Any action that does not reflect such respect for others is damaging to each member of the school community. Harassment, besides being intrinsically harmful and illegal, also corrupts the integrity of the educational process.

**Action:** Following an appropriate investigation, any incident of harassment will result in a parent conference, assignment of Evening Supervised Study or External Suspension. Police may be notified. A change in schedule may also be required. (Reference Policy 6141) pg. 51.

### **Hazing**

Hazing, which constitutes any activity that recklessly or intentionally endangers the physical health, mental health, safety or welfare of a student for the purpose of initiation or membership in, or affiliation with any organization the Board recognizes, is prohibited. Any hazing activity shall be presumed to be forced upon the individual, even if the individual willingly participates. Endanger the physical health is defined as forced physical activity that could adversely affect the physical health or

safety of the individual. Such forced physical activity shall include, but not be limited to, any brutality of a physical nature, calisthenics or other physical activity, exposure to the elements, and consumption of food, alcoholic beverage, drug, or controlled substance. Endanger the mental health is defined as forced activity that could adversely affect the mental health or welfare of the individual. Such forced activity shall include, but not be limited to, any activity subjecting the individual to extreme mental stress, such as prolonged sleep deprivation, prolonged exclusion from social contact, or conduct that could result in extreme embarrassment.

**Action:** An individual or group of individuals who has directed, assisted, or engaged in hazing of another individual or group shall be investigated and subjected to discipline in accordance with applicable Board policy and Code of Conduct guidelines (Reference Policy 5421) pg. 51.

### **Identification**

Students are encouraged to carry a proper photo identification card when in school or when involved in school related activities. Students must provide their correct name and grade upon school personnel's request.

**Action:** A student who fails to or refuses to identify himself/herself to school personnel correctly will be considered insubordinate and will be subjected to a one (1) day out of school suspension.

### **Insubordinate Behavior**

Students must comply with the reasonable directives of school personnel in a timely and cooperative manner.

**Action:** Students who are insubordinate or who use a profane means of expression toward school personnel will be assigned a range of consequences from an ESS to a period of external suspension of one to five days for a first offense. Subsequent offenses will result in additional disciplinary action. Teachers will work with students to develop and enforce classroom standards.

### **Leaving Campus**

Students may not leave the school grounds without prior administrative approval. Administrative approval may come from the Health Office for dismissal for illness, the Attendance Office for an appointment, or an administrative office for

privileges granted eligible juniors and seniors under terms outlined in the Code of Conduct. A note presented after the fact **cannot** excuse an unauthorized departure from campus. Students must exit through either the main lobby or the gym lobby. Students may not visit the parking lot, elementary and middle schools, or any other District property during the school day without administrative authorization. In addition, students are not at any time permitted to trespass (e.g., cut through, smoke on, loiter, etc.) on private property. Furthermore, parking on residential streets is discouraged.

**Action:** Students who leave campus without prior administrative approval, make an unauthorized visit to the parking lot or exit the building without authorization shall be assigned a suspension ranging from 1-5 days for the first offense and loss of privileges. This action will be taken in addition to any other disciplinary measures that may result from the student's choice to leave (e.g., class cuts, forgery, insubordination, etc.). Students who choose not to respect the property rights of our neighbors are subject to disciplinary action and/or police referral by the property owner.

### **Locks and Lockers**

Student hall lockers and locks are the property of the T/E School District. Students should have no expectation of privacy. Lockers are assigned to students with the understanding that they will be used for legitimate school purposes only. (See Searches/Inspections) Students who lose their locks must pay a replacement fee. Only locks assigned by the school may be used on hall lockers. All other locks will be removed. Students should **not** share lockers with other students or reveal their locker combinations to others. Students should use their assigned lockers to store their personal possessions. **It is strongly recommended that students utilizing the gym lockers before, during and after school appropriately store and secure their belongings using their assigned lock.**

**Action:** All students will be held accountable for their assigned lockers and the items within. Prohibited items found in any locker will require follow-up action and may result in disciplinary consequences for the student to whom the locker is assigned.

## **Other Criminal Conduct**

A student who engages in any conduct that constitutes a crime under State or Federal law violates the Code of Conduct, regardless of whether the student is charged, prosecuted or convicted of the offense.

**Action:** Students who engage in criminal conduct may be subject to suspension and possibly recommended for expulsion depending upon the seriousness of the offense, the level of disruption to the school community caused by the action and/or where it is not the student's first offense. The police may be notified of any incident believed to involve criminal conduct.

## **Personal Music Systems**

Personal music systems may be used in the cafeteria, courtyard, hallways and in the classroom as per teacher discretion.

**Action:** Failure to respond to teacher direction regarding personal music systems will be considered insubordination and result in the assignment of Evening Supervised Study (ESS), Saturday detention or external suspension.

## **Posters**

Faculty and administrative approval is required for display or distribution of posters, fliers, handouts, etc. Such materials must be displayed according to school guidelines available in Room 130, the Activities Office.

**Action:** Posters, fliers, etc. that have not been approved or are not displayed according to the guidelines will be removed. Students who post or distribute material that has not been approved may also be subject to disciplinary action.

## **Privileges: Delayed Arrival/Early Departure**

**Juniors and Seniors** who have passing grades and good discipline records and who are not assigned to a class during first period may obtain permission to delay their arrival until the end of first period. All students must attend homeroom. **Juniors and Seniors** in good academic and disciplinary standing who are not assigned to a class during eighth period may obtain permission to leave the school at the start of that period. A parent must sign a permission request form before a school official or have it notarized.

**Action:** This privilege may be rescinded for academic and/or disciplinary reasons, including excessive tardiness or unexcused absences, in which case the student is required to be in school during the first or last period. Parents may rescind this privilege at any time.

## **Privileges: Unassigned Periods**

Juniors and seniors who have passing grades, good discipline and attendance records, and parent permission may use unassigned periods to: 1) go to the Library, Communications Center, academic resource rooms, computer labs, arts centers or gym facilities (as available), Student Services and quiet study halls; 2) visit teachers or guidance counselors; or 3) study or converse with other students in the cafeteria or courtyard. **Sophomores** are assigned to study halls and have no unassigned time during the first marking period. **Sophomores** who attain honor roll status (any level) and have good disciplinary records will be eligible for unassigned periods. **Sophomores** who fail to maintain honor roll status from one marking period to the next will lose the privilege of free period and will subsequently be re-assigned to study hall. **Freshmen** are not eligible for the unassigned period privilege.

**Action:** The administration may rescind privileges for any academic, disciplinary and/or attendance reasons as well as for violation of parking rules. Note that the student must attend all required school programs scheduled during the student's unassigned period. At parent/guardian request, juniors or seniors who earn a failing grade in a major subject on their report card may be assigned to a study hall. Parents may request at any time that the unassigned period status of the student be withdrawn.

## **Privileges: Senior Lunch**

**Only seniors** may obtain permission to leave the school property during sixth period lunch. Permission for this privilege must be notarized or signed in the presence of a school official.

**Action:** Returning late from senior lunch a first time will result in the revocation of the privilege for one week in addition to whichever disciplinary consequences (e.g., class cut) apply. Subsequent offenses will result in additional disciplinary action. The administration retains the right to rescind privileges for disciplinary or academic reasons,

during times of inclement weather or when there is a school program scheduled during sixth period. The parent may rescind privileges at any time. Students shall report the loss of a privilege card to the 12<sup>th</sup> grade assistant principal's office. A new card will be issued three days after notification at a \$5.00 cost.

### **Privileges: Senior Internship**

All seniors school have the opportunity to participate in the Senior Internship. However, seniors who have not met all of the obligations will not be permitted to participate. A partial list of these obligations follows:

- Passing grades in all required subjects
- Sufficient credits to meet graduation requirements
- Payment of all debts
- Completion of all discipline obligations
- Completion of Culminating Project

Seniors who violate school rules or District policies in school or at any school sponsored activities will not be permitted to participate.

### **Safety/Safe Practices/School Climate**

Students must engage in conduct that upholds the health, morals, safety and welfare of others. We are proud of our students' ability to exercise good judgment. Students work in conjunction with their teachers and their administrators to maintain a safe and secure atmosphere. With that in mind, students should immediately report any information related to past, present or future activities that could compromise our school environment and/or others' well being. Students should not overtly or covertly aid and/or abet any behavior that disrupts the educational environment. In addition, students should not provide false or inaccurate reports. Such reports are disruptive as they affect the balance of resources and/or time that is necessary in maintaining a positive learning environment. During safety exercises, students are expected to follow the guidelines set forth for the exercise. Such exercises are extremely important for maintaining safety and preparedness.

**Action:** Students who demonstrate lack of cooperation with safety standards will be subject to disciplinary consequences ranging from a conference with an administrator to external suspension and/or police notification.

### **Searches/Inspections/Video Monitoring**

Students must consult the attached Tredyffrin/Easttown School District Policy and Administrative Regulation 5412 (Searches) pg. 44 and 8070 (Video Monitoring in Schools) pg 43.

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the work place. (Reference Policy 5420) pg 50.

**Action:** Students who engage in harassment of this nature are subject to discipline including Evening Supervised Study, or External Suspension and police notification. A change in schedule may also be required. The district's policy statement on sexual harassment is available on the TESD website and in the Main Office.

### **Sports/School Events**

Extra-curricular activities and interscholastic varsity and club sports are important to the total school program. Athletes, participants and spectators are all expected to exhibit good sportsmanship/etiquette and to observe Pennsylvania Interscholastic Athletic Association (PIAA) guidelines.

**Action:** All school rules are in effect during Conestoga events, home or away. Infractions may result in ejection from the event, Evening Supervised Study, external suspension, police involvement and/or loss of privilege to attend future events. Athletes and other participants may be suspended or excluded from a sport's team or school event in the event of improper conduct, whether or not committed while participating in the sport or the event. This includes but is not limited to sale, possession or use of drugs, alcohol or tobacco.

### **Suspension or Dismissal from Athletic Team or Activity**

Students who are members of athletic teams or participants in school activities who violate this Code of Conduct or commit improper conduct during non-school hours may be subject to suspension or dismissal from the team or activity.

### **Study Hall Procedure**

All students should report to their study hall classrooms at the beginning of each period. Students must receive a pass from the study hall teacher to be admitted to the media center. Only several students per study hall will be allowed to attend. **Students admitted to the media center/study hall room should remain there for the remainder of the period.** Attendance will be monitored throughout the period and reported to the study hall teacher. Students who need to go to student services, the nurse, a resource room, or to meet with an individual teacher must obtain a pass from the study hall teacher. **The pass shall be returned to the study hall teacher before the end of the period indicating the time spent by the student at the alternate location and signed by the appropriate staff member.** Study hall teachers shall maintain a sign-out/sign-in sheet to account for the whereabouts of all students at all times. Students remaining in study hall shall work quietly for the duration of the period.

**Action:** Violation of the above rules will result in the assignment of one ESS or progressive discipline consequences.

### **Theft**

Students are discouraged from bringing valuable items or large cash amounts to school because of the potential for theft, damage or loss. Students who bring such items must realize that they, not the school, are responsible for them. Theft or the attempt to steal any private or public property is a serious offense. Taking food from the cafeteria without paying full price shall be considered theft. Incidents of theft must be reported to an administrator or other school personnel. **It is strongly recommended that students utilizing the gym lockers before, during and after school appropriately store and secure their belongings using their assigned lock.**

**Action:** A student who has stolen, or who has attempted to steal, private or public property shall be subject to a minimum of one (1) school day suspension for the first offense. In cases where the value of the item or items is greater, the level of disruption to the school community caused by the action and/or where it is not the student's first offense, the sanction could be a longer suspension with a possible recommendation for expulsion.

Students are required to replace or make restitution for any items stolen. The police may be notified of any incident involving theft or attempted theft.

### **Threat to Health, Morals, Safety or Welfare of Others**

Any student who engages in conduct that constitutes a threat to the health, morals, safety or welfare of others violates the Code of Conduct.

**Action:** Students who engage in conduct that constitutes a threat to the health, morals, safety or welfare of others may be subject to suspension and possibly recommended for expulsion, depending upon the seriousness of the offense, the level of disruption to the school community caused by the action and/or where it is not the student's first offense.

### **Tobacco Possession**

According to district policy and state law, students may not possess or use tobacco products (including cigarettes, chewing tobacco, dip, snuff, or cigars) while on school property (including district sidewalks and parking lots), while riding in district vehicles, or while at school activities. Use or possession of tobacco products in student vehicles while on school property is prohibited. (Reference Policy 5411) pg 43.

**Action:** School personnel will confiscate tobacco products from students. A student who fails to comply with a request to relinquish these products is considered insubordinate. Students found in possession of tobacco products shall be assigned one day of external suspension for the first offense, two days of external suspension for the second, and three days of external suspension for the next. Students will be assessed a \$25.00 fee for the first offense and a \$50.00 fee for each additional offense. This rule is cumulative for the duration of a student's attendance at Conestoga High School. Students who participate in school activities may be subject to additional consequences.

### **Unsupervised Areas/Loitering**

As a matter of personal safety, students must remain in supervised areas of the building during school hours. After school hours, students may wait in the Main Lobby for rides home.

**Action:** Students found to be in unsupervised areas will be asked to provide proper identification to

school personnel and will be directed to return to a supervised area of the building or grounds. Failure to do so will be considered insubordinate and students may be assigned a range of consequences from an ESS to a period of external suspension of one to five days for a first offense (see Insubordinate on page 34).

### **Vandalism, Arson, Graffiti**

The Conestoga community provides excellent facilities for learning. Everyone is responsible for using the buildings, furniture, equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminish the quality of District property detract from teaching and learning.

**Action:** Students will be required to pay full restitution for acts of arson, vandalism or graffiti. Costs for damage to school district property will include labor, materials, consulting fees and other costs associated with replacing or restoring the damaged property. Acts of vandalism, arson, and graffiti will be reported to police authorities. Disciplinary consequences, including loss of privileges, Evening Supervised Study, Saturday Detention, external suspension or recommendation for the student's reassignment or expulsion, will be considered in addition to the satisfaction of financial obligations.

### **Visitors**

Student visitors to Conestoga High School may be permitted for legitimate, educational reasons **only**. Such visits will be limited to a **maximum** of one half (1/2) day. Parents who wish to obtain approval for a student visitor to school should complete and submit, prior to approval, a visitor application a minimum of two school days before the requested visit. Simply signing in upon entry does not authorize a visitor's presence at Conestoga. All Conestoga students who wish to bring a visitor to school must register the **visitor in advance through Student Services and obtain administrative approval**.

**Action:** Unauthorized visitors will be directed to leave school property. A visitor who refuses to leave will be reported to police authorities. Any Conestoga student who fails to properly register any visitor will be subject to disciplinary action.

### **Vulgar/Obscene Language, Gestures, Displays**

To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar and obscene language use, gestures, and displays.

**Action:** Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with an Assistant Principal. Directed or public vulgar and obscene language, gestures, or displays will result in the assignment of Evening Supervised Study, Saturday detention, and/or external suspension.

### **Weapons**

Weapons or weapon look-alikes are not permitted in Conestoga High School, on T/E School District property or on school buses. Pennsylvania law includes as weapons firearms, knives, cutting tools or any instrument capable of inflicting bodily injury.

**Action:** Pennsylvania law calls for expulsion from school at the discretion of the Superintendent for any student who possesses a weapon on school property.

## **ATTENDANCE PROCEDURES**

Students of compulsory school age (under 17) are required to attend school. Regular, timely attendance will ensure every student has the opportunity to achieve. Many of the rules and procedures governing tardiness, absences and truancy are mandated by Pennsylvania law and school code.

### **Student Absence Procedures**

1. **Parent of the student contacts the attendance office at 610-240-1050, after 6:45AM.** This is for reporting purposes only; **an absence note is still required.** To the extent possible, Attendance Office personnel will phone the home of any student whose absence from school was not reported.
2. **Upon the student's return to school, a note must be presented to the Attendance Office, Room 112.** The note should include the student's name, date(s) of absence,

reason for absence and the parent's signature.

3. **If an absence note is not turned in within three (3) school days, the absence is considered unlawful.**
4. **If a student accumulates three (3) unlawful absences, parents will be notified that the next unlawful absence will be referred to the District Justice for truancy and a possible fine.** Truant students are also subject to the class cut provision of the Code of Conduct. **Absences and lateness resulting from medical visits will NOT count against a student's attendance record provided that the school is provided with a Dr.'s note in an appropriate time frame** (same day for late arrivals and within (3) days for absences).

**If a student is absent or tardy for reasons other than those listed under Excused Absence, the absence or tardy will be marked as Unexcused.**

### **Student Tardy Procedures**

1. Any student arriving after the start of 1<sup>st</sup> period (7:20) shall be considered tardy. Tardy students with the last name A thru L must report through the Main Lobby and students with the last name M thru Z must report through the Gym Lobby entrance.
2. **Upon arrival to school, the student must present a signed parent note indicating the reason for the tardy. If a note is not presented, it will be considered an Unexcused Tardy.**
3. The student will be given a pass and should report to the class in session.
4. **Any Unexcused Tardy that causes a student to miss all or part of a class may result in the implementation of the class cut provision of the Code of Conduct for the class(es) missed.** (see pg. 30).
5. The only exception to this procedure is if the student is late due to a late school bus, in which case security staff will issue bus passes to affected students.

### **Excused vs. Unexcused Absences and Tardies**

Administrators register absences and tardiness as excused only for those reasons cited in the Pennsylvania School Code. The reasons cited are:

1. personal illness or quarantine
2. health care
3. death in the immediate family
4. impassable roads as determined by the Superintendent of T/E School District (snow days)
5. approved educational travel
6. religious holidays or religious instruction.

Absent notes must be presented to the Attendance Office within three (3) school days to be considered Lawful.

**If a student is absent or tardy for reasons other than those identified above, the absence or tardy will be marked as Unexcused**

### **Consequences of Violations**

#### **Class Cuts, Unexcused Tardies and Truancy**

A class cut is defined as an **unexcused** absence from **all or part** of a scheduled class or class activity. A student who missed class time due to Truancy or Unexcused Tardies is subject to the class cut provision of the Code of Conduct (see pg. 30).

#### **Excessive Excused Tardy**

Beginning with excused tardy five in one marking period, a student will receive a school detention for each excused tardy thereafter. If a student accumulates ten (10) days of tardiness within a single marking period, a parent conference will be requested, and the student may lose/delay privileges. Excessive tardiness for medical reasons will not result in disciplinary action when a doctor's note explaining the condition as it relates to excessive lateness is on file in the Nurse's Office.

#### **Excessive Unexcused Tardy**

When students are tardy for reasons other than those permitted by the Pennsylvania School Code those absences will be recorded as Unexcused tardy.

The following chart explains the penalties for unexcused tardiness:

### **Grades 11 and 12**

Unexcused Tardies #3 and #4 – 1 Evening Supervised Study each.

Unexcused Tardies #5 and #6 – 1 ESS and loss/delay of privilege card for 1 week.

Unexcused Tardies #7, #8, and #9 – 1 ESS and loss/delay of privilege card & parking permit for 1 week.

More than 9 Unexcused Tardies – 1 ESS and loss/delay of privilege card & parking permit for 2 weeks or remainder of marking period, whichever is longer.

### **Grades 9 and 10**

Unexcused Tardies #3, #4 and #5 - 1 Evening Supervised Study each.

Unexcused Tardies #6, #7 and #8 - 2 Evening Supervised Studies each.

Unexcused Tardies #9 and #10 - 3 Evening Supervised Studies each.

Over 10 Unexcused Tardies - 4 Evening Supervised Studies each.

### **Truancy**

When a student who is of compulsory school age (under 17) accumulates three unlawful absences, parents will be notified that the next unlawful absence will be referred to the District Justice's office for truancy and a probable fine. Truant students are also subject to the class cut policy.

### **Early Dismissals**

Students who request permission to leave school before the end of the school day must present to the Attendance Office a note from a parent including the date, reason, departure time, and parental signature before the start of homeroom. Notes of excuse for medical appointments must include the medical practitioner's name and telephone number for verification. If excused, the student will be given a pass to leave the building. Students leaving school early must exit through the designated door and present their pass to the staff person on duty.

Leaving the school during the school day without prior approval is a serious violation of the Code of Student Conduct. Students who leave the building without reporting to the Attendance Office will be treated as leaving the campus without permission (see Leaving Campus, pg. 34) Dismissal by the school nurse is an exception. Students who present an excuse note after the fact will not be excused.

### **College Visits**

School vacation periods and weekends offer the best opportunities for college and university visits. Absence from school for the purpose of visiting colleges is permitted on a limited basis for juniors and seniors. Written requests for college visits must be made to the Attendance Office prior to the absence. The signature of the student's guidance counselor must appear on the request.

### **Travel—Educational/Family**

To prevent unexcused absences, students requesting permission to be excused for educational travel must complete the appropriate form in the Attendance Office prior to departure. The Superintendent of Schools must approve absences in excess of five school days. The student is responsible for making arrangements with teachers to complete work missed during any absence.

### **Visits to School While Absent and/or Suspended**

Students who are absent from school may not visit the school for any reason during the absence without first obtaining the permission of the administration through the Attendance Office.

### **Class Cuts**

A class cut is defined as an unexcused absence from **all or part** of a scheduled class or class activity. Students who have not secured the teacher's permission to be absent from class or who have not been granted a lawful excuse from school or class will be cutting class under the terms of the Code of Student Conduct.

### **Lateness**

Students are required to be inside the classroom at the bell marking the start of the class period. Students who loiter outside of the classroom will be directed into the room before the bell marking the start of the class period. Chronic lateness will result

in disciplinary consequences, including detentions, parent conferences, referral to the administration, loss of privileges and/or grade reduction.

## **Disciplinary Action**

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct and school district regulations. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available:

### **Loss/Delay of Student Privileges**

Student privileges (unassigned periods, delayed arrival, early departure, parking, senior lunch) are granted eligible students based on parent permission and students' maintenance of satisfactory scholarship, citizenship and attendance. Parents may rescind student privileges at any time. The administration will rescind student privileges for any demonstrated failure to meet prescribed scholarship, citizenship or attendance standards.

### **Teacher Detention (TD)**

Teachers assign and monitor Teacher Detentions. These detentions are usually assigned for violating the teacher's classroom standards for academic and/or social behavior. Students are responsible for transportation needs. Failure to report to a teacher detention may result in referral to the administration.

### **After School Detention (SD)**

School detentions are held at Conestoga in room 244 from 2:30 PM to 3:15 PM Monday through Thursday. Students are responsible for transportation needs. Students must report to detention at or before 2:30, remain silent, stay awake, work quietly, refrain from eating and drinking, and cooperate with proctors in order to avoid additional detentions. Any disruptive behavior resulting in the student's removal from school detention will result in assignment to Evening Supervised Study. Failure to attend an assigned School Detention will result in the

assignment of one (1) additional School Detention or an ESS.

### **Evening Supervised Study (ESS)**

Evening Supervised Study is held in room 244 at Conestoga from 2:30 PM to 5:00 PM on Monday through Thursday. Students/parents are responsible for transportation needs. Students must arrive on time with sufficient study materials to work silently for the full session. Dismissal from ESS for misbehavior will result in additional sessions of Evening Supervised Study. Failure to attend an assigned ESS will result in an additional session of ESS or a Saturday Detention.

### **Saturday Detention (SAT)**

Saturday Detention is held at Conestoga in room 140 from 8:00 AM to 12:00 noon, with a 10-minute break at 10:00 AM. Students/parents are responsible for transportation needs. Students are not permitted to leave the building during the break. Students must arrive on time with sufficient study materials to work silently for the full session. Failure to cooperate in successfully completing a Saturday detention will result in further disciplinary action. Students who leave early from Saturday detention without administrative permission will be rescheduled for a full session. Any student who chooses not to attend a Saturday detention will be assigned one (1) additional Saturday detention for the first offense and may be suspended from school for each subsequent offense.

### **External/Out of School Suspension (OSS)**

Denying a student the privilege of attending class for even a short time is a measure reserved for serious or chronic infractions. During external suspension or out of school suspension (OSS), the student remains home under the supervision of a parent or guardian. The student's **attendance record will register external suspension** days as "excused." Every effort will be made to provide assignments and materials for students use during the period of suspension. The time period for external suspension starts at the moment of exclusion and continues through the school day (2:20) of the date set for the suspension's ending. During external suspension, the student may not appear on school property, even during off-school hours, intervening weekends and recesses, and all

school activities. Upon return to school, the parent and student may conference with an administrator and the student's counselor to devise a personal corrective plan. Additional personnel may attend as appropriate (e.g. school psychologist, school nurse, CARE Team). If the period of suspension is more than three days, the student is entitled to an informal hearing at the request of a parent/guardian. The informal hearing will follow due process requirements. If information provided at the informal hearing should change the length of the suspension, the student and his/her parent or guardian will be notified both verbally and in writing. To arrange a hearing, please call the administrator handling the incident at least twenty-four hours in advance.

### **Expulsion**

Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to maintaining "a school climate that encourages learning." (Reference Policy 5114).

### **Rescheduling of School Detentions, Evening Supervised Studies (ESS) or Saturday Detentions**

A phone call or written note from a parent or legal guardian **must** be presented to the appropriate grade level Assistant Principal's office **prior to** the date/time of detention in order for the detention to be rescheduled. If notification is not received prior to scheduled detention, additional sessions of detention may be assigned.

## **POLICIES AND REGULATIONS**

### **TOBACCO – POSSESSION AND USE (P5411)**

The smoking of any substance or use of smokeless tobacco by anyone is prohibited within the buildings owned by the District, on school grounds, on school buses, and while participating in school-sponsored activities off school premises. Possession of tobacco or tobacco products by a student is strictly prohibited. At a minimum, violators of this policy will be suspended and fined.

### **INTEGRATED PEST MANAGEMENT (P8012)**

When pesticide applications are planned and scheduled in school buildings and/or on school grounds, the District will provide notification including: (1) posting a pest control sign in an appropriate visible area, (2) providing the pest control information sheet to all individuals working in the school building, and (3) providing required notice to all parents and guardians of students or to a list of parents or guardians who have requested notification of applications of pesticides. Records of the Districts' chemical pest control treatments for the past three (3) years are available to the public at the Districts' administrative office.

### **VIDEO AND AUDIO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070)**

In order to provide a safe environment for students and school personnel, schools may be equipped with video and audio recording devices in public areas such as hallways and classrooms, and school buses may be equipped with video and audio recording devices that provide video and audio surveillance of passengers. When applicable, students and school bus passengers will be notified as to the presence and possible activation of any video and audio recording devices.

### **ATTENDANCE (P5113)**

Frequent or prolonged absence without satisfactory reason or in willful violation of the compulsory attendance laws shall be handled in conformity with the procedures stated in applicable law.

### **STUDENT DISCIPLINE (P5401)**

In order to maintain a safe school climate that encourages learning for all students, teachers and administrators shall respond to actions or situations that disrupt this learning process. Discipline measures may include warnings, detentions, suspensions, expulsions or other appropriate responses to the circumstances.

Offenses that are considered to be of an extremely serious nature, including but not limited to the following, may result in either suspension or expulsion:

1. Inappropriate physical contact, verbal threats or attacks, bullying or fighting on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises.
2. The use of, distribution of or possession of, any substance subject to Policy 5405. Aiding and abetting any of the above shall be treated in the same way.

3. Carrying of any item which could be considered a weapon or which is dangerous in nature in accordance with State Law
4. Consistent lateness to or cutting of class or detentions
5. Willful destruction or defacing of school property
6. Chronic infraction of building rules
7. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others.
8. Physical or verbal threats or attacks or retaliatory conduct directed at school staff members, their property, or their families.
9. Chronic insubordination

When a suspendable offense occurs, the principal or assistant principal will meet with the student at which time the student will have the opportunity to offer an explanation of the infraction. After that meeting the principal or assistant principal may suspend the student from school for a period of up to three school days. Parents will be notified immediately in writing.

When a suspension exceeding three (3) school days is under consideration, the principal or assistant principal will offer the student and student's parents a hearing as required by law. After such hearing the principal or assistant principal may extend the suspension for a period of up to ten (10) school days. The Superintendent must approve suspensions in excess of five (5) days. Parents will be notified immediately in writing.

### **STUDENT CONDUCT ON BUSES (P5413)**

No student shall be permitted to engage in conduct that could endanger that student's safety or the safety of others. Discipline will be imposed as the situation warrants.

### **POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)**

Possession of a weapon or weapons in the schools or at school activities is specifically prohibited. In addition, with very limited exceptions, Pennsylvania law requires public schools to report to police, and expel, for a minimum of one year, any student found in possession of any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury in school or school program, while traveling to or from any school or at a school program.

### **SEARCHES (P5412)**

For the safety of the entire school community and to the extent permitted by law, any student is subject to having his/her person searched, and/or personal belongings inspected upon entrance to any school building, program, or conveyance. Under ordinary circumstances, a search will be justified where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the District. Furthermore, lockers, locks, desks, and storage compartments may be provided for the use of students, but remain the property of the District. Consequently, the District has the right to randomly or periodically inspect lockers, desks or other storage areas at any time. Students do not have the right to be present during such searches.

## EVALUATION OF PUPIL PROGRESS (P5221)

Each student will receive a comprehensive appraisal of his or her progress by each teacher in all subjects. In conducting the assessment, teachers may include scores on additional objective and essay tests, portfolios of a student's work, and performance tasks that demonstrate the student's acquisition and application of concepts and skills.

## GRADUATION (P5227)

To be eligible for graduation, a student must complete successfully twenty-four (24) units of credit from courses as described in the annual *Program of Studies* for grades 9 through 12 as follows:

- 4.0 Credits in English to include 1.0 credit in World Literature, 1 credit in American Literature, and two additional year-long English courses.
- 3.0 Credits in Mathematics
- 3.0 Credits in Science to include 1.0 credit in Biology
- 3.5 Credits in Social Studies including 1.0 credit each in World Cultures, European History and United States History and .5 credit in United States Government
- 2.1 Credits in Health/Physical Education
- 2.0 Credits in World Language to be fulfilled by the completion of a Level II course in a second language or its equivalent
- 2.0 Credits in core electives to include 1.0 credit each from two of the following three areas: Business/Technology; Visual and Performing Arts; Wellness/Fitness/FCS.
- 4.4 Credits in electives (including Experiential Learning Program courses) that have not been counted to fulfill one of the above requirements.

### 24.0 Credits

Additionally, to be eligible for graduation a student must successfully complete a culminating project demonstrating the ability to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding. A student also must demonstrate proficiency or better in reading, writing, and mathematics on either the State assessments administered in grades 11 or 12 or on local assessments aligned with academic standards and State assessments at the proficient level or better.

Students in grades 9 and 10 must schedule at least 30 class periods, or the equivalent, per five-day week. Students in grades 11 and 12 must schedule at least 28 class periods, or the equivalent, per five-day week.

## STUDENT PUBLICATIONS (P5332)

Student publications represent the students, the staff and the Board to the community at large and, as such, shall be printed and published under the auspices of the District. Student publications shall not be printed or distributed should they contain printed or graphic representation that could be considered libelous, slanderous, obscene or morally objectionable to the community at large.

## PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312)

No student will be denied the opportunity of participating in school sponsored curricular activities including field and camping trips because of an inability to pay necessary fees.

## **USE OF MEDICATION (P5406)**

Administration of medication (both prescription and over-the-counter) to students during regular school hours and during school-related activities is discouraged unless absolutely necessary for the critical health and well being of the student. Under the special circumstances that require a student to take medication during the school day, he or she must (1) provide the written permission of his or her parent/guardian and (2) provide written instructions for the administration of the medication from his or her treating physician. With limited exceptions such as Epi-Pens and Asthma Inhalers, all medications must be delivered to the school nurse for storing and administering and students are not permitted to carry medications on their persons during the school day. In all cases, the school nurse must be consulted regarding medications that might be used in school.

## **STUDENT SUBSTANCE ABUSE (R5405)**

It is generally agreed that the most meaningful approaches to substance abuse involve a cooperative effort on the part of students, parents, the school and community social agencies. Furthermore, the best contribution schools can make is to provide a positive, meaningful learning environment and an educational program of value for each student. Students attend school so that they may develop to their fullest potential. In order to create and maintain an academic environment, the school, with the support of the students and parents, must strive to eliminate substance abuse. The following regulations define practices intended to meet this goal.

### **I. STUDENT ASSISTANCE PROGRAM (SAP)**

The District, recognizing the need to manage and treat the problem of substance abuse on a District-wide basis and to take appropriate measures to prevent the problem of such abuse, supports the maintenance of a Student Assistance Program. The purpose of the Student Assistance Program is three-fold: (1) to identify students who are having problems because of substance abuse or due to mental health problems, (2) to intervene when appropriate either by personal contact or through support groups, and (3) with the involvement and approval of parents, to refer those students for appropriate help.

The Student Assistance Program is not a treatment program. It seeks to improve identification of students who exhibit "at risk" behavior, such as suicidal intent, depression and substance abuse. It also provides for intervention by alerting parents or guardians to behavioral changes or related school problems and by making referrals to outside agencies or school support services.

### **II. STUDENTS SEEKING HELP**

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a drug, alcohol, or substance abuse problem, and who is not under the immediate influence or in possession of a substance governed by Policy 5405 is not subject to the disciplinary provisions as outlined in section IV. B. 2 of this regulation. In such instances, an intervention plan will be developed and implemented at the principal's direction in conjunction with the Student Assistance Team.

- A. School personnel to whom a student reports and from whom he or she seeks help should consult with the student and make an appropriate referral to the Student Assistance Team, counselor or administrator.
- B. The Student Assistance Team will make an appropriate assessment and referral for psychological, medical or other types of help as indicated. If

assessment or treatment appears necessary, the consent of the parent or legal guardian of the student shall not be necessary to refer the student for treatment (71 P.S. §1690.112), although the District will notify the parent or legal guardian of any such referral.

- C. Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- D. In accord with the Pennsylvania Drug and Alcohol Abuse Control Act, a student in the District who suffers from the effects of substance abuse may consent to counseling or medical care related to its diagnosis and treatment.

### III. VIOLATION OF POLICY 5405

- A. Policy 5405 is violated when any student, employee, visitor, guest or any other person manufactures, uses, abuses, possesses, is under the influence of, distributes or attempts to distribute substances subject to Policy 5405 or paraphernalia associated with substances subject to Policy 5405 on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of substances subject to Policy 5405.
- B. “Under the influence” means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of alcohol.
- C. Simulated (“look alike”) medication is prohibited and its possession is a violation of this regulation. This would include sale, distribution, or possession of substances which look like controlled pills, alcohol, marijuana, or other substances which alter behavior or judgment.
- D. The principal or designee is authorized to prevent any person from entering District premises, who possesses or attempts to distribute, or is under the influence of substances subject to Policy 5405.
- E. Students who are on field trips or are participating in school-sponsored activities at or away from school are subject to Policy 5405 and these regulations. Any students covered by the rules in the *Coaches Handbook* or by agreements governing participation in non-athletic extracurricular activities shall also be subject to these regulations. Students who violate these regulations may be returned home, if warranted, before completion of the activity, and the appropriate authorities shall be notified as indicated elsewhere in this Regulation.

### IV. INVESTIGATION, IDENTIFICATION AND CONSEQUENCES

- A. Identification of Students Suspected of Substance Abuse

1. Responsibilities of School District Employees
  - a. An employee who suspects a student of being in violation of Policy 5405 while on school property has a duty to ensure that the student is taken immediately to the building principal or designee. Suspicion may include smelling of alcohol or marijuana or other circumstances leading the employee to reasonably suspect a violation of Policy 5405.
  - b. An employee who suspects a student of being in violation of Policy 5405 while involved in any school-related activity on or off school property has a duty to ensure that the student is taken immediately to the professional staff member supervising the activity. After confirming the suspicion of violation of Policy 5405, the activity supervisor will immediately notify the building principal or responsible school personnel.
  - c. District personnel are advised that knowledge of the investigation, diagnosis or treatment of a student's substance abuse is to be held in professional confidence.

2. Responsibilities of Principal or Designee

- a. A conference will be held between the student and appropriate school personnel to explore the reasons for the exhibited symptoms and to afford the student an opportunity for explanation regarding the exhibited symptoms.
- b. If reasonable suspicion of a violation of Policy 5405 exists, the parent will be contacted, apprised of the situation, and invited, where feasible, to offer possible explanations for the child's exhibited behavior. The building principal or designee shall also notify the Superintendent of Schools.
- c. The principal or designee may also arrange for an examination by police or medical personnel to determine whether the student is under the influence of illegal drugs, alcohol, or other substances. If the parent or student refuses to cooperate, the principal will refer the case to the appropriate local police authorities and implement disciplinary procedures.
- d. Upon admission from the student or confirmation from the examination that the student has used any substance subject to Policy 5405, the student will be subject to disciplinary action as detailed in the following section. Medical assessment or treatment will be pursued as warranted by the student's condition.

- B. Treatment and Discipline for Confirmed Violation of Policy 5405

1. All students will be referred to the Student Assistance Team or its grade level equivalent. Students must attend a counseling or treatment program as determined by an assessment conducted by the COAD liaison or a licensed substance abuse treatment facility. An alternative licensed substance abuse treatment facility may also be pursued at parents' expense with approval of the Superintendent of Schools. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to attend a program will be in violation of disciplinary regulations and pursued accordingly. Failure to participate or

follow through with the recommendations for treatment will result in a recommendation for expulsion or alternative placement to the Superintendent of Schools.

2. The following disciplinary procedures will be used in connection with any violation of Policy 5405.
  - a. The building principal or designee will contact the student's parent(s) or guardian(s) and request that they come to the principal's office immediately.
  - b. The principal or designee will notify the proper local authorities for appropriate investigation and disposition.
  - c. The principal or designee will schedule an informal hearing in accordance with District Policy at which time the student and parents may offer an explanation of the circumstances.
  - d. If after the informal hearing, the principal or designee determines the offense has been committed by the student, the principal or designee will take the following action:
    - 1) A student who is found to be in violation of Policy 5405 for the first time (except for distribution) shall be suspended out of school for five (5) days and will not be permitted to participate in school-sponsored activities as defined at the end of this regulation for thirty (30) school days following the infraction.
    - 2) A student with more than one violation of Policy 5405 for use or possession (but not distribution) of drugs, alcohol, or substances subject to Policy 5405 will be suspended from school for ten (10) days and will not be permitted to participate in school-sponsored activities for sixty (60) school days following the infraction. A substance abuse assessment conducted by a licensed substance abuse treatment provider at parents'/guardian's expense will be required. At the expense of the parent/guardian, the student must complete a treatment plan based on the recommendations cited in the assessment conducted by the licensed substance abuse treatment provider. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to participate in the recommendations cited in the assessment and/or in the treatment plan will result in referral to the Superintendent for expulsion proceedings or alternate placement.
    - 3) For a student who distributes drugs, alcohol, or substances subject to Policy 5405, the principal or designee will refer the case to the Superintendent who may request a formal disciplinary hearing to be scheduled before the Board of School Directors, where expulsion or alternative placement will be recommended as warranted by the results of the investigation.
    - 4) Additional penalties for prohibited use of anabolic steroids are as follows:

- a) First violation – suspension from school athletics for the remainder of the season or 30 school days, whichever is longer.
- b) Second violation – suspension from school athletics for the remainder of the season and for the following season.
- c) Third violation – permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroid exists.

For purposes of this Regulation, "participation in school-sponsored activities" means attendance at (including representation of the school or District in) athletic events or other school activities such as cultural programs or academic activities. The student may still participate in graduation ceremonies but may not represent the school as an individual, such as a speaker or other program participant. Exclusions from participation in school-sponsored activities under this Regulation carry over from year-to-year except in the case of graduating seniors.

#### **STUDENT RIGHTS AND RESPONSIBILITIES (P5400)**

Students, faculty, administrators and Board all share in a commitment to improve the education program in the District. Suggested improvements to the program are constantly sought and always will receive an honest hearing when presented through established procedures. The District, however, will not tolerate any act of dissent which is detrimental to the well-being of the school or which may tend to deprive other students of the right to an atmosphere conducive to the pursuit of their educational goals.

#### **RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414)**

Students may possess electronic devices such as, but not limited to, cell phones, cameras and personal digital assistants with video/camera capabilities. The use of these electronic devices is restricted in that they may not be used to conduct illegal activities; they may not interfere with or disrupt educational or extracurricular events; and they must be turned off and stored when students are in restrooms, locker rooms, or other areas where students have a similar expectation of privacy.

#### **SEXUAL HARASSMENT (P5420 and R5420)**

The District's policy is to maintain a positive learning environment and to prohibit any form of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom. It shall be a violation of the District's policy for any student or staff member to harass any student or staff member.

Any student or parent who alleges sexual harassment by any staff member or student may complain directly to a teacher, a guidance counselor, or a building administrator. The allegations will be investigated promptly and thoroughly. If any student or staff member is found, after appropriate investigation, to have engaged in sexual harassment, he or she shall be subject to disciplinary action. Detailed procedures for resolving complaints

involving sexual harassment will be distributed on a periodic basis to students and staff and will be posted in prominent locations in each school building.

### **HAZING (P5421)**

The District's policy is to maintain a safe, positive and respectful environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. Under the District's policy, "hazing" is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Students who have been subjected to, or have knowledge of, hazing are encouraged to report such incidents to the building principal. The District will promptly investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

### **NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141)**

It is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The District shall provide to all students, without discrimination, course offerings, counseling assistance, employment, athletics, and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Students who believe they have been subjected to discrimination and students who become aware of discrimination against a student or students are encouraged to promptly report such alleged incidents to a counselor or administrator. The District takes complaints of discrimination very seriously. Such complaints shall be investigated expediently, and appropriate corrective action will be taken when allegations are substantiated. To the extent permitted by the District's legal and investigative obligations, confidentiality of all parties affected by the investigation will be maintained.

There shall be no reprisals or retaliation as a result of good faith charges of discrimination.

### **STUDENT RECORDS (P5225 and R5225)**

"Student records" refer to those documents directly related to students and maintained by the school/District which are necessary for the educational development of students and for the orderly functioning of the school. The District has developed guidelines for maintaining such student information and for providing access to student records by parents and students who are 18 years of age or older. Any release or dissemination of student records shall be made in compliance with the Pennsylvania Public School Code and the recently amended Family Educational Rights and Privacy Act of 1974.

### **FIELD TRIPS (P6153 and R6153)**

Students may have the opportunity to participate in supervised, school-sponsored field trips. Students are reminded that all rules and regulations of the District remain in effect. In the event that a trip is cancelled for any reason, the District shall not be responsible for monetary deposits lost due to such cancellation.

