



Conestoga High School Student Handbook 2018-2019

ADDRESS AND TELEPHONE NUMBERS

Conestoga High School
200 Irish Road
Berwyn, PA 19312

THIS STUDENT HANDBOOK BELONGS TO:

Main Office Number 610-240-1000
Athletic Office 610-240-1024
Attendance Office 610-240-1050
District Information 610-240-1970
FAX (Student Services) 610-240-1055
Student Services Department 610-240-1045
Nurse 610-240-1005
Emergency Closing Number 854

Internet Address <http://www.tesd.net>

PSAT/SAT/ACT Reference Information:

School Code - 390295
Test Center - 39146

Name

Address

City/State/Zip

Phone Number

Homeroom Number and Teacher

Cover artwork by: James Nasser

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The information in this book was the best available at press time. Watch for additional information and changes.



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BELL SCHEDULE 2018-2019

Eight 43-minute periods, 4 lunches, 9-minute homeroom. Student day ends at 2:20 p.m.

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

CONESTOGA HIGH SCHOOL

TWO-HOUR DELAY BELL SCHEDULE 2018-2019

Student day begins at 9:20 a.m.

Early Duty Teacher Day Begins	8:55 a.m.
First Bus Arrives	9:05 a.m.
Teachers Report	9:10 a.m.
Rooms Open	9:15 a.m.
Period 1	9:20 – 9:45
Homeroom	9:49 – 9:54
Period 2	9:58 – 10:23
Period 3	10:27 – 10:52
Period 4	10:56 – 11:21
“A” Lunch goes straight to Café at 11:21	

Lunch A

L	11:25 - 11:55
5th	11:59 – 12:24
6th	12:28 – 1:10

Lunch B

5th	11:25 - 11:50
L	11:54 - 12:24
6th	12:28 – 1:10

Lunch C

5th	11:25 - 11:50
6th	11:54 - 12:14
L	12:16 - 12:46
6th (cont'd)	12:48 – 1:10

Lunch D

5th	11:25 - 11:50
6th	11:54 - 12:36
L	12:40 – 1:10

Period 7	1:14 – 1:45
Period 8	1:49 – 2:20
Buses Leave	2:27
Early Duty Teacher Day Ends	2:30
Teacher Day Ends	2:45

HALF-DAY BELL SCHEDULE 2018-2019

Student day begins at 7:20 a.m.

Early Duty Teacher Day Begins	6:55 a.m.
First Bus Arrives	7:05 a.m.
Teachers Report	7:10 a.m.
Rooms Open	7:15 a.m.
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	11:22
Teacher In-Service	12:45 – 2:45

EXAM DAY SCHEDULE 2018-2019

Student day begins at 7:20 a.m.

Day 1 & 2 of Exams

First Exam	7:20– 9:05
Break	9:05 – 9:30
Second Exam	9:30 – 11:15
Buses Depart	11:20
Conflict Exams	12:30 – 2:15
Buses Depart	2:20

Day 3 of Exams

First Exam	7:20 – 9:05
Buses Depart	9:10
Conflict Exams	9:30 – 11:15
Buses Depart	11:20

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							

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						

CONESTOGA HIGH SCHOOL 2018-2019 ADMINISTRATION AND FACULTY

ADMINISTRATION

Dr. Amy Meisinger	Principal
Dr. Patrick Boyle	Assistant Principal
Dr. Anthony DiLella	Assistant Principal
Mr. James Bankert	Assistant Principal
Mrs. Misty Whelan	Assistant Principal

ATHLETIC DIRECTOR

Mr. Kevin Pechin	Athletic Director
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STUDENT SERVICES

Grades 9-12

Mrs. Jenn Kratsa, Chair
Mrs. Katherine Barthelmeh
Mrs. Rachelle Gough
Mrs. Leashia Lewis
Mr. Daniel McDermott
Mrs. Melissa McMenamin
Mr. Brian Samson
Mrs. Laureen Stohrer
Mrs. Kelly Dougherty/Mrs. Megan Smyth

HEALTH SERVICES

Mrs. Gail Hamman, B.S.N., R.N.
Mrs. Jill Yeager, B.S.N., R.N.

MENTAL HEALTH SPECIALISTS

Dr. Christine Dunleavy
Mrs. Joellen Corrocher

SCHOOL PSYCHOLOGISTS/CCIU

Dr. Cynthia Knapp
Dr. Kathleen Quinlisk

ACADEMIC LEARNING SUPPORT/ LIFE SKILLS

Mrs. Kate McGranaghan, Chair
Ms. Katie Booker
Mr. Mike DeVitis
Mr. Robert Gay
Mrs. Carol Gibson
Mr. Justin Giles
Mrs. Malia Gordon
Mrs. Carrie Houde
Mrs. Kerry Merlo
Ms. Jaclyn Parrish
Ms. Danielle Poulin
Ms. Christine Santamaria

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Mr. Steve Chiorazzi
Mrs. Bernadette D'Emilio
Mr. Seth Dixon
Ms. Alison Ferriola
Mrs. Susan Gregory
Mr. Timothy Mumford
Mrs. Caitlin Wilson

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Ms. Kathryn Burling
Ms. Megan Doyle
Mrs. Tricia Ebarvia
Mrs. Karen Gately
Mrs. Susan Gregory
Mrs. Laurel Light
Mrs. Dori Madigan
Mrs. Bridget McGuinn
Ms. Lauren Nordsiek
Mrs. Melissa Pacitti
Mrs. Keri Phillips
Mrs. Kathryn Pokalo
Mr. Richard Short
Mr. Ben Smith
Ms. Alexandra Solove
Ms. Mary Elizabeth Talian
Mr. Michael Trainer
Mrs. Laura Viviano
Mr. Benjamin Whitemore
Mrs. Caitlin Wilson

GIFTED SUPPORT

Ms. Alison Ferriola
Ms. Cassandra Hesse
Mrs. Cindy Hyatt
Mr. Nathan Shugart
Ms. Kirsten Whitaker

MATHEMATICS

Mr. Paul Poiesz, Chair
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Mrs. Karen Copperthwaite
Ms. Katie Courtney
Ms. Kathleen Curry
Mr. William Dewees
Mrs. Wendy DiRico

Mr. Travis Hartley
Mr. Richard Hawkins
Mrs. Miranda Hoenl
Ms. Allison Long
Mrs. Colleen McFadden
Mr. Matt Miehl
Mrs. Leanne Pretz
Mr. Alexander Rives
Mr. Vincent Russo
Mr. Seth Shore
Mrs. Kimberly McPhillips
Mrs. Alison Youndt

MIT

Mrs. Danielle Sculley-Ellett
Mrs. Jordan McCain

MEDIA CENTER

Mrs. Brooke Hauer
Mrs. Lydia Lieb

SCIENCE

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Ms. Leah Adams
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Mr. Salvatore Colosi
Dr. Robert DeSipio
Ms. Brooke Eidell
Mrs. Elizabeth Gallo
Mrs. Jacqueline Gontarek
Mrs. Amy Hawkins
Mr. Michael Kane
Mr. John Kim
Mr. John Liggett
Mrs. Rebecca Maxwell
Dr. Jean Mihelcic
Mr. Ryan Roberts
Mr. Edward Sharick
Mrs. Kelly Showers
Mr. Kevin Strogen
Mrs. Janet Wolfe
Mr. Derrick Wood

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Mr. Justin Davey
Mr. Mark Flores
Mr. Brian Gallagher
Mrs. Merri Gardner

Mr. Jonathan Goodman
Mr. Gregory Hein
Mr. John Herd
Mr. John Koenig
Mrs. Emma Lefkowitz
Mr. Aaron Lockard
Mrs. Meaghan Klagholtz
Mr. Michael Palmatier
Mr. Seth Schweitzer
Mr. Blake Stabert
Ms. Katie Walter
Ms. Emily Zwart

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Mrs. Amy Cruz, Chair
Mrs. Leanne Argonish
Mr. Seth Dixon
Ms. Cassandra Hesse
Mr. Christopher Nation
Mr. Nathan Shugart
Ms. Beata Szekeres
Ms. Joanne Wagner

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Mr. John Jones, Chair
Ms. Marcia Mariani
Ms. Michele McMonagle
Mr. Jim Moran
Ms. Kirby Pohlidal
Mr. Mark Tirone

WORLD LANGUAGE

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Mr. Patrick Cupo
Mrs. Alice Debu
Ms. Marianna Gazzara
Ms. Tracey Gilbertie
Mr. Aaron Gutter
Ms. Catherine McKee
Dr. Kevin Nerz
Mr. Ryan Palmer
Mrs. Stacy Katz
Mr. William Rivé
Mrs. Rossana Saldan
Ms. Krista Sanelli
Ms. Kelly Smart
Ms. Laura Stafford
Mrs. Ashley Strouse
Mrs. Sarah Taylor
Ms. Kirsten Whitaker

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 generally take place during school hours, although some meetings are scheduled before or after school hours. Membership is open to any student through an election process.

Sponsor: Mrs. Gallo

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.

Sponsor: 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.

Sponsor: Ms. Brienza

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.

Sponsor: Ms. 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. Gately and Mrs. Ebarvia



STUDENT SUPPORT PROGRAMS AND SERVICES

STUDENT SERVICES OFFICE

School Counselors and Mental Health specialists are available daily. Every student has an assigned school counselor who serves as the primary case manager for each student at Conestoga. All general and urgent needs can be handled by the school counselor. In addition, a Mental Health specialist may be accessed for more serious or urgent needs and will work in conjunction with the school counselor.

ACHIEVEMENT CENTER

All students can receive enhanced support with study and organizational skills, time management, note taking strategies, and subject-specific tutoring in a central location. Students may access the AC on a drop-in or as-needed basis and will find Achievement Center staff, Conestoga teachers, and NHS Peer Tutors available daily. The Achievement Center is located in Room 264.

PEER TUTORING

Students may be assigned to work with a peer tutor through the National Honor Society as recommended by a counselor or teacher. Peer tutors are available in The Achievement Center.

INFORMAL MENTORING

Students may be assigned a staff member 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. Additionally, counselors and administrators can assist in matching students with teacher mentors.

MIT (MULTI-TIERED INTERVENTION TEAM)

Multi-tiered Intervention (MI) is a comprehensive system of supports that includes standards-aligned, culturally responsive and high-quality core instruction, data-based decision-making, tiered services and supports, family engagement, central/building level leadership, and professional learning.

MI is a systematic problem-solving process driven by whole school collaboration and team-based supports so all students can achieve academic and behavioral success. Parents are notified when a student is referred to the MIT and provided with an opportunity to share information with the MIT Teachers to assist with the overall assessment of the student's academic needs. Study and organization strategies are taught by MIT Teachers through a Study Seminar class period for a length of time determined by the team that will best meet each student's needs.

CARE TEAM

The CARE Team, Conestoga's Student Assistance Team, is 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 Room 130.

Referrals to the CARE Team may be made by teachers, staff members, counselors, administrators, parents, and 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.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT NOTICE

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program exists to help students who experience homelessness by offering a wide variety of services to help during this time of change and stress.

Information for School-Age Youth

You may qualify for certain rights and protections under the federal McKinney-Vento Act if you live in any of the following situations: a shelter; a motel or campground due to the lack of an alternative adequate accommodation; a car, park, abandoned building, bus or train station; doubled up with other people due to loss of housing or economic hardship. As an eligible student you have the right to: receive a free, appropriate public education; enroll in school immediately, even if lacking documents normally required for enrollment; enroll in school and attend classes while the school gathers needed documents; enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible (If the district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision); receive transportation to and from the school of origin, if you request this; receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible or know someone who could be eligible, contact Dr. Oscar Torres, Director of State & Federal Programs at 610-240-1909 or torres@tesd.net to find out what services and supports may be available.

CONESTOGA CLUBS AND ACTIVITIES

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.

ACTIVITY PARTICIPATION FEE - A participation fee of \$50 will be assessed to each high school and middle school student involved in sports or activities. This participation fee will be charged only once for participation in one or more activities during the 2018-19 school year. Included in the participation fee are all high school and middle school sports and activities that have a paid coach or advisor or use District-funded transportation. A list of these activities that will incur a fee are delineated with an asterisk (*) on the CHS Activities webpage. Students who participate in these activities and who qualify for free or reduced-price lunch will be eligible for a fee waiver.

A frequently updated list of activities and club advisors is available by following the activities link on the CHS web page at www.tesd.net/stoga. All students can sign up for activities at the beginning of the school year but may join most clubs at any time throughout the year. Once a student joins a club, they will be encouraged to join the club Schoology group in order to receive announcements about meetings. In addition, the *Weekly Bulletin*, published by the Activities Office advises students of upcoming events. Questions about a specific club should be directed to the faculty sponsor or the Administrator in the Activities Office.

To start a new club or activity, students need to complete the "New Activity Request Form" which is available in the Activities Office, (Room 130). The form requires a description of the new club's objectives, name of a staff sponsor and a list of at least ten interested students. The completed form should be submitted to the Activities Office for approval.

HONOR SOCIETIES

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 an art teacher for membership information. Sponsor: Mrs. Argonish and Mrs. Cruz

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 in the fall of either their junior or senior years. Please see Mrs. McMenam in for more information. Sponsor: Mrs. McMenam in

TRI-M MUSIC HONOR SOCIETY *

Tri-M (Modern Music Masters) is an international music honor society. The purpose of chapter #3175 is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the Conestoga music community. Students are selected on the basis of musicianship, scholarship, and character. Meetings are held monthly after school and additional performances are required. Sponsor: TBD

CO-CURRICULAR ORGANIZATIONS

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

LITERARY MAGAZINE *

The Folio is the showcase for students' creative works in the visual arts such as photography, painting, and drawing as well as literary genres including poetry, essay, short story, drama and memoir. Through the publication of student work, the LitMag hopes to inspire the creative arts among the student body. Students may submit their work online at stogasmith.com. Submissions are reviewed anonymously by the staff, who then offers feedback. The LitMag publishes qualified work during the year in three quarterly editions. Selection to the staff is by application and recommendation. The application can be obtained during Course Selection Week from English teachers or advisors and must be returned by the designated deadlines. Sponsors: Mrs. Ebarvia and Mr. Smith

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. Sponsors: Dr. Best and Mr. Wood

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. Selection is by application and recommendation. The application and teacher recommendation forms can be obtained during Course Selection Week from English teachers or advisors and must be returned by the designated deadlines. Sponsors: Mrs. Gregory 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 and recommendation. The staff is then scheduled for the elective Yearbook and Yearbook Editors. The application and teacher recommendation forms can be obtained during Course Selection Week from the advisor or online and must be returned by the designated deadlines. Sponsor: Ms. Doyle

T/E TV NEWS *

TETV is a district-wide cable TV news channel broadcast on public access channel 14 on Comcast and 20 on Verizon. The channel features T/E News, a monthly program that highlights school news and is presented by reporters from our five elementary schools, two middle schools and Conestoga High School. TETV also airs Good Morning Stoga, a morning news program produced by Conestoga's broadcast journalism students. Other programs on TETV include T/E Board Talk, school board meetings and special events at Conestoga High School, such as graduation, concerts and awards programs. Sponsors: Mrs. Gregory, Mrs. Wilson, 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
- Symphony Orchestra
- Jazz Band
- Jazz Ensemble
- String Ensemble
- Concert Choir
- Ensemble (Camerata)
- Chorale
- Treble Chorus (Chanteuses)

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.

Communications Center	TBD
Guidance	Mrs. Kratsa
Library	Ms. Hauer
Athletics	Mr. Pechin

ATHLETIC PROGRAM*

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 changes. For up to the minute game dates, times and locations go to. <http://stogapioneers.digitalsports.com/>

INTERSCHOLASTIC ATHLETICS *

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

RECOGNIZED ATHLETIC CLUBS*

Conestoga High School recognizes the below list of athletic clubs. Program information regarding athletic clubs is available from sponsors.

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

SPORTS INSURANCE

The District has purchased insurance to cover most medical expenses from injury due to interscholastic sports including football, band, cheerleading, intramurals, gym classes, special activities, school time field trips, recess and volunteer activities as related to a covered activity for all T/E schools.

ATHLETIC ACADEMIC ELIGIBILITY

To be eligible for interscholastic athletic competition, a student 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 student 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, they shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which their 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 their 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 student 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 or Board Policy will be addressed by an administrator.

CONESTOGA HIGH SCHOOL CODE OF STUDENT CONDUCT

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.

The complete Code of Conduct is available on our district website under Students "Quicklinks":

<https://www.tesd.net/domain/1579>

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.

STUDENT ABSENCE PROCEDURES

1. Parent/guardian of the student contacts the attendance office at 610-240-1050, after 6:45AM. This is for reporting purposes only; an absence note/email 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/email must be presented to the Attendance Office, Room 112. The note/email should include the student's name, date(s) of absence, reason for absence and the parents signature. Parents/guardians may email excuses to the Attendance Office at chsattendance@tesd.net.
3. If an absence note/email is not turned in within three (3) school days, the absence is considered unexcused.
4. In accordance with applicable Pennsylvania, the district will follow the procedures outlined in Administrative Regulation 5113 (Procedures for Enforcing School Attendance) to properly respond to and report student truancy to appropriate authorities. (Reference Policy and Regulation 5113.

STUDENT TARDY PROCEDURES

1. Any student arriving after the start of 1st period (7:20 a.m.) shall be considered tardy. Tardy students will enter through the Main Lobby doors.
2. Upon arrival to school, the student must present a signed parent note/email indicating the reason for the tardy. If a note/email 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.
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 Public School Code and Board Policy. The reasons cited are:

1. Personal illness
2. Family Emergency
3. Death of a Family Member
4. Medical or Dental Appointments
5. Authorized School Activities
6. Educational Travel with Prior Approval
7. Pre-approved Religious Instruction (limit 36 hours per year)
8. Bona Fide Religious Holiday
9. Tutorial Instruction in a field not offered in the District's curricula
10. Attending Court Hearings related to involvement with the County Children and Youth Agency or Juvenile Probation Office
11. Participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act
12. Dismissal from school during school hours for health-related reasons by a designated staff member
13. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory
14. Absences due to a student's parent/guardian being called to or returning from military duty, in accordance with Board Policy
15. Rare and extraordinary circumstances, only if approved by the Superintendent and otherwise in accordance with Board Policy

Absent note/emails must be presented to the Attendance Office within three (3) school days of the absence to be considered Excused.

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

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/email 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 Public School Code or Board Policy, those tardies 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 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.

EARLY DISMISSALS

Students who request permission to leave school before the end of the school day must present to the Attendance Office a note/email from a parent/guardian including the date, reason, departure time, and parental/guardian signature before the start of homeroom. Notes/emails 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. Dismissal by the school nurse is an exception. Students who present an excuse note/email 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.

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 or designee 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.

POLICIES AND REGULATIONS

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 AND R5461)

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. "District Adults" means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with District students or are present on District grounds.

A copy of School Board Policy 5461 and Administrative Regulation 5461 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5461.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5461.pdf>, respectively. Select excerpts and summary information from this Policy and Administrative Regulation are also presented below.

In order to maintain professional boundaries, District Adults shall ensure that their interactions with students are appropriate. Social interactions and electronic communications by District Adults with students shall be for legitimate educational reasons only, unless an exception applies as outlined in Board Policy and Administrative Regulation 5461. District Adults shall be prohibited from entering into or attempting to form romantic or sexual interactions with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with District Adults. All electronic communications conducted by District Adults with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

When available, all employees, including extra-duty employees such as coaches and activity sponsors, shall use District-provided email or other District-provided communication devices when communicating electronically with students. The use of District-provided email or other District provided communication devices shall be in accordance with District policies and procedures. District employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District employees shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. An example of allowable communications in this context includes where the adult is a family relative of the student.

If an employee plans to communicate electronically with students through the use of text messages, the employee must obtain permission to do so from their building principal using the form attached as Attachment A to R5461. Also, if permission from the building principal is received, the employee must also obtain written parental/guardian permission to do so.

Policy 5461 applies to conduct committed on or off school property and extends beyond the workday. However, this Policy is not intended to interfere with appropriate personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in Regulation 5461. The District Adult shall be prepared to articulate the reason for any deviation from the requirements of this Regulation and must demonstrate that they have maintained an appropriate relationship with the student.

Administrative Regulation 5461 includes examples of conduct that could or may violate District Policy regarding maintaining professional boundaries with students. District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board Policies, Administrative Regulations, rules and procedures.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student, shall immediately notify the Superintendent, principal or other administrator. Individuals who make good faith reports of potential or actual violations of Policy or Regulation 5461 shall not be subject to retaliation, discipline or other adverse action. Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students.

STUDENT DISCIPLINE (P5401 & R5401)

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 committed on school grounds, in school vehicles or while participating in school-sponsored activities on or off school premises or that have some other legally recognized nexus to the school that are considered to be of an extremely serious nature and may result in either suspension or expulsion, include but are not limited to the following:

1. Inappropriate physical contact, verbal threats or attacks, bullying, hazing, harassment or fighting;
2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco, Smoking Products and Electronic Smoking Products). Aiding or abetting any of the above actions regarding substances subject to Policy 5405 or 5411 shall be treated in the same way;
3. The use, possession, or transfer of any item which could be considered a weapon or which is dangerous in nature, as outlined in Policy 5410 or in accordance with applicable law;
4. Consistent lateness to or cutting of class or detentions;
5. Destruction or defacing of school property;
6. Infraction of school rules that carries the consequence of suspension or expulsion, as outlined in the applicable Code of Conduct or otherwise in Board Policy or an accompanying Administrative Regulation;
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 other retaliatory conduct directed at school staff members, their property, or their families;
9. Chronic insubordination.

When a suspendable offense occurs, the principal or designee 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 designee may suspend the student from school for a period of up to three school days. Parents/guardians will be notified.

When a suspension exceeding three (3) school days is under consideration, the principal or designee shall offer the student and student's parents/guardians an informal hearing, as required by law. After such hearing the principal or designee may extend the suspension for a period of up to ten (10) total school days. Parents/guardians will be notified.

When discipline is to be imposed upon a student with disabilities, District employees are required to follow the additional procedures outlined in the District's Administrative Regulation (R5401) and applicable law.

HAZING/BULLYING/HARASSMENT (P5401 AND R5401)

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts which meet the following criteria:

1. directed at another student or students;
2. occurs in a school setting;
3. is severe, persistent or pervasive; and
4. has the effect of doing any of the following:
 - a. substantially interfering with a student's education;
 - b. creating a threatening environment; or
 - c. substantially disrupting the orderly operation of the school.

School setting shall mean in school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the District.

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person or that results in the willful destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or continued membership in any school organization, club, team, group or activity.

Endanger the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, or forced conduct that could result in extreme embarrassment or otherwise adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student's educational performance or creates an intimidating, threatening or abusive educational environment; and/or
2. Has the purpose or effect of unreasonably interfering with a student's educational performance; and/or
3. Adversely affects a student's educational opportunities.

Harassment includes, but is not limited to, slurs, jokes, bullying, hazing or other verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion. Harassment also includes sexual harassment, as defined below.

Sexual harassment is a specific form of harassment which means 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 or the school environment.

It is the Policy of the Board to maintain a safe, positive and respectful environment for students and staff that is free from bullying, hazing, and harassment. Any form of bullying, hazing, or harassment that is a part of a school sponsored activity is prohibited.

No student, coach, sponsor, volunteer, District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, condone, or fail to properly report any known instances of bullying, hazing, or harassment.

Students who have been subjected to bullying, hazing or harassment are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor.

Students, administrators, coaches, sponsors, volunteers, District employees, representatives, agents, and contactors shall be alert to incidents of bullying, hazing and harassment and shall promptly report such conduct to their supervisor or the building principal.

Complaints of bullying, hazing and harassment shall be promptly investigated, and appropriate discipline shall be administered to any individual who violates the District's prohibitions against bullying, hazing and harassment, in accordance with applicable Board Policies, Administrative Regulations, and any applicable Code of Conduct.

Each building administrator or designee shall be responsible for reviewing and investigating any reports received alleging bullying, hazing or harassment. To the extent that the report involves allegations of sexual misconduct, including peer-on-peer sexual harassment or sexual violence, the staff member responsible for reviewing and investigating the complaint shall contact the Director of State and Federal Programs as the District's Title IX Coordinator for these types of situations.

Complaints of bullying, hazing and harassment may also be referred to the appropriate law enforcement agency for investigation, as required by law or as determined by the Superintendent or designee.

No reprisals nor retaliation shall occur as a result of good faith charges of bullying, hazing or harassment. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations

HARASSMENT OF STUDENTS BY NON-STUDENTS (P5420 AND R5420)

The District's policy is to maintain a positive learning environment and to prohibit any form of unlawful harassment. "Unlawful harassment" means verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. The term unlawful harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. 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. The administration shall report the circumstances of the unlawful harassment to law enforcement officials and the district attorney's office as required by law. Complaints of harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations.

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. Students who believe that they have been subjected to harassment by an employee or any other adult member of the school community have the right and are encouraged to file a complaint in accordance with the formal and informal complaint procedures in R5420. 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.

NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141 AND R 6141)

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, gender identity, gender expression, 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 expeditiously, 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.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

Possession of a weapon or weapons on District property (as defined in this policy) or at school-sponsored 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 on District property.

SEARCHES (P5412 AND R5412)

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, motor vehicle, and/or personal belongings inspected upon entrance to any school building, program, or conveyance. Under ordinary circumstances, a search will be justified where there is reasonable suspicion 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. Systematic suspicionless testing (as defined in this policy) may be performed at school dances or proms. Testing may be by breathalyzer or similar non-invasive testing.

STUDENT CONDUCT ON BUSES (P5413 AND R5413)

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, in accordance with Board Policy, applicable Administrative Regulations, this Student Handbook, and the Code of Student Conduct.

VIDEO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070 &R8070)

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

EVALUATION OF PUPIL PROGRESS (P5221 AND R5221)

Each student will receive a comprehensive appraisal of their progress by each teacher in all subjects. In conducting the assessment, teachers may include scores using a variety of assessment strategies, including 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.

STUDENTS' FREEDOM OF EXPRESSION (P5400 AND R5400)

Freedom of expression is a right guaranteed by the United States Constitution. Students have the right to express themselves in accordance with law; however, expression that materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights is prohibited.

STUDENT PUBLICATIONS (P5332 AND R5332)

Student publications published, funded or otherwise formally sponsored by the District represent the students, the staff and the District to the community at large and, as such, shall be created and published under the auspices of the District. Student publications shall not be printed or distributed should they contain printed or graphic representation that would cause a substantial disruption or interference with school activities.

GRADUATION (P5227 AND R5227)

Except as noted, to be eligible for graduation, students must successfully complete a total of 24.0 units of credit from courses as described in the annual Program of Studies for grades 9 through 12 as set forth in the accompanying Regulation. In addition, Conestoga High School students must satisfy all Pennsylvania State graduation requirements. For students who have taken courses in other educational settings, the Principal or designee shall determine how transferred credits shall apply to transcripts and to meet graduation requirements. Grades earned in other settings shall not be incorporated into the student's final Conestoga High School grade point average.

Credit requirements for Conestoga High School Classes Graduating in 2018 and Beyond

4.0 English to include 1.0 credit in World Literature, 1.0 credit in American Literature and 2 additional yearlong courses.

3.0 Mathematics

3.0 Science to include 1.0 credit in Biology.

3.0 Social Studies including 1.0 credit each in World History, United States History and United States Government /Economics.

1.9 Health/Physical Education

2.0 World Languages to be fulfilled by the completion of a Level II course in a second language or its equivalent.

2.0 Core electives to include 1 course from each of the following three areas: Business/Technology, Visual and Performing Arts, and FCS.

4.9* or 5.1 Electives**; any course that has not been counted to fulfill other graduation requirements as indicated in the *Program of Studies*. Extended learning opportunities listed in the *Program of Studies* shall also satisfy this requirement.

0.2* College and Career Transition

24.0 Total credits

***Graduating class of 2020 and beyond**

****Graduating classes prior to 2020**

OTHER REQUIREMENTS

Students in grades 9 and 10 must schedule at least 36 class periods, or the equivalent, per six-day cycle. Students in grades 11 and 12 must schedule at least 32 class periods, or the equivalent, per six-day cycle. Approved individualized educational programs and science labs may be counted for purposes of this scheduling requirement as described in the *Program of Studies*.

Students shall be awarded a maximum of 8.4 credits per academic year. Exceptions to this limit may be granted for students in danger of not fulfilling graduation requirements by the end of the senior year or for students who have applied for Early College or Graduation. Other exceptions may be granted for circumstances deemed appropriate by the Principal.

PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312 AND R5312)

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

DRESS AND APPEARANCE (P5415 AND R5415)

Students have the right to determine their dress and appearance as long as it conforms to norms of decency as set forth below and does not substantially and directly endanger physical health or safety, damage property or substantially disrupt activities.

Students may be required to wear certain types of clothing while participating in physical education classes or in activities such as music performances and athletics. A student may not be disciplined or excluded from regular instruction because of his or her appearance if style, fashion, or taste is the sole criterion for such action.

Students are expected to dress appropriately for weather conditions and in accordance with Board Policy.

Student attire or appearance that materially and substantially interferes with the educational process, threatens the school or community, depicts or encourages unlawful or otherwise prohibited activity, or interferes with another student's rights is not permitted.

Clothing bearing or depicting messages, images, or advertisements relating to drugs, alcohol tobacco is not permitted. Clothing depicting violent or sexually explicit messages or images is also prohibited.

Absent an administrative exception to the contrary, students are expected to dress in accordance with Board Policy and the guidelines established in the applicable Student Handbook during school hours and at school-sponsored events.

Each school's dress code policy shall be gender-neutral. Schools cannot enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school sponsored activities.

Students whose attire does not conform to the applicable standards will be asked to put on appropriate clothing. Students may be asked to change into appropriate clothing, if available at school, or the student's parent/guardian will be called and asked to bring appropriate clothing to school.

Students with questions about the applicable dress code or the appropriateness of particular attire/appearance shall direct such questions to the building principal or assistant principal.

Serious or repeated violations of the dress code will be subject to disciplinary action.

STUDENT ACCIDENTS AND INJURIES – TREATMENT AND REPORTING (P5422 AND R5422)

The Board has created procedures for students who suffer injuries at school or during school events, including students who suffer brain injuries or cardiac arrest. The Board requires that brain injuries or symptoms of sudden cardiac arrest to student-athletes be taken extremely seriously and with the short-term and long-term health of the student-athlete kept uppermost in mind. Regulations which have been established with regard to this policy are available in the Athletic Office at CHS and in the Athletic Handbook.

STUDENT RECORDS (P5225 AND R5225)

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English. Notice of the rights of parents/guardians and eligible students with respect to student records, as well as other District guidelines governing the collection, retention, disposition and disclosure of student records is available for review in Board Policy and Administrative Regulation 5225, which are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5225.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5225.pdf>, respectively.

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.

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.

COMPLAINTS REGARDING THE DISTRICT (P1122 AND R1122)

Complaints concerning the District's programs or operations should be directed to the staff member or the administrator immediately in charge of the area in which the complaint arises. Complaints received anonymously by the District, by the Board or by its members will not be recognized as formal correspondence; and therefore, typically will not be given a response.

The Superintendent shall promulgate Administrative Regulations detailing the process and procedures District personnel will follow for handling complaints received by the District. Special procedures provided by law or other District Policy for handling complaints in certain areas such as discrimination, sexual harassment, and resolving issues of concern for non-contract staff shall supersede the provisions of this Policy and its accompanying Regulation.

STUDENT WELLNESS (P5402 AND R5402)

A copy of the District's Student Wellness and Nutrition Policy and Administrative Regulation are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5402.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5402.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully, as they contain important information about fundraisers in school involving the sale of food and regulations regarding bringing outside food into school.

TOBACCO, SMOKING PRODUCTS, AND ELECTRONIC SMOKING PRODUCTS – POSSESSION AND USE (P5411 AND R5411)

The possession and/or use of tobacco by students is prohibited within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. Use of tobacco shall mean all uses of tobacco, including possession of lighted or unlighted cigars, cigarettes, pipes or other smoking products or material, smokeless tobacco in any form, and electronic smoking products. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals. Students who violate this Policy and Administrative Regulation will be subject to school-based discipline.

STUDENT SUBSTANCE ABUSE (P5405 AND R5405)

Detected evidence of use of, distribution of, possession of, or being under the influence of prohibited items within any of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off District premises shall cause the student or students to be placed on immediate suspension and delivered into the custody of their parents or legal guardian. Aiding or abetting any of the above shall be treated in the same manner. The proper law enforcement authorities will be notified of such action. Expulsion proceedings may be initiated as warranted.

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 outlined in Administrative Regulation R5405. In such instances, an intervention plan will be developed and implemented at the principal's direction in conjunction with the Student Assistance Team.

- 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.
- 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, although the District will notify the parent or legal guardian of any such referral.
- Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- 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

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.

- A. "Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of substance subject to policy 5405.
- B. 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.
- C. 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.
- D. 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 Administrative Regulation R5405.

USE OF MEDICATION (P5406 AND R5406)

Administration of Medications to Students

This policy specifies the conditions and circumstances under which medication shall be administered in school and during school-sponsored activities. This policy is intended to align with all applicable Federal and State laws relevant to the administration of medication in the school setting.

"Medication" means:

- "prescribed medication," which is any drug prescribed by a medical provider licensed to write prescriptions for any state in the United States for treating an injury, disease or disorder; or
- "over-the-counter medication," which is any drug obtained by an emancipated minor or by the parent/guardian of an unemancipated minor student as an over-the-counter drug, and there exists a standing order from a school physician or both an order from a licensed prescriber and written authorization by the parent/guardian to administer the drug during the school day. This definition includes any homeopathic or herbal remedy administered for the purpose of treating a physical or mental impairment.
- "research or investigational medications," which are substances undergoing formal study, are currently involved in clinical trials, but do not have FDA approval.
- "asthma inhaler" means a prescribed device used for self-administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.
- "supervised self-administration" means pre-approved medication administered directly by the student to herself/himself in the presence of a designated adult.
- "unsupervised self-administration" means self-administration of pre-approved medication, including but not limited to, an epinephrine auto-injector, insulin, asthma inhaler or lactose, not in the presence of a school nurse, to avoid immediate and substantial risk to health.

Except for the specific exceptions enumerated in the Administrative Regulation, the school principal or nurse must receive a written request from the parent/guardian before any medication that may be administered to a student during school hours.

Responsible Personnel

The administration of medication to a student may not be delegated to other personnel. A certified school nurse or other licensed personnel, such as a registered nurse or a licensed practical nurse, must administer medication to students. Students are not permitted to carry medications on their persons during the school day except as authorized by Policy and Administrative Regulation.

Course of Action

Planning for administration of medication during school and school-sponsored activities should begin before the school year or at the beginning of the school year and should include school administration, family and health care providers. Nothing in this policy is designed to prevent the administration of first aid, including administration of an epinephrine auto-injector, to a student without the express written permission of a parent where deemed necessary by a nurse, pursuant to the nurse's professional judgment.

Exceptions to this policy must be approved by the Superintendent with direction from the District physician.

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 AND R5113)

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.

Compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean (1) a custodial biological or adoptive parent; (2) a noncustodial biological or adoptive parent; (3) guardian of the person of a child; or (4) a person with whom a child lives and who is acting in a parental role of a child.

School attendance improvement conference shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assessment in an alternative education program, provided the program does not include a program for disruptive youth.

Attendance Officers

Attendance officers are in charge of enforcing the provisions of the Pennsylvania School Code regarding compulsory attendance for their individual schools. At the elementary school levels, principals shall be the attendance officers for their individual schools. At the middle school and high school levels, assistant principals designated by the principals shall be the attendance officers for their individual schools

Attendance Officers possess powers and responsibilities including but not limited to:

1. Tracking student attendance.
2. Communicating with parents/guardians regarding truancy.
3. Coordinating, attending and participating in school attendance improvement conferences and documenting the outcome of the conference in a written school attendance improvement plan in accordance with the guidelines contained herein.
4. Filing truancy citations in the Magisterial District Court when necessary.
5. Attending court procedures related to truancy and presenting truancy cases in court.
6. Requesting the Magisterial District Court to subpoena any school staff member as a witness in order to prove the District's truancy case.
7. Referring habitually truant children to a school-based or community-based attendance improvement program or to the Chester County Office of Children and Youth for services when appropriate and/or required or permitted by law.
8. Full police power without warrant, and may arrest or apprehend any child who fails to attend school in violation of compulsory attendance.
9. If an arrest or apprehension takes place, the Attendance Officer must promptly notify the parent/guardian and place the child in school.
10. Authority to inspect places where children are employed and inspect employment certificates.

If a discovery is made that any child of compulsory school age is unable to attend school due to the lack of necessary clothing or food, the case must be reported to any suitable relief agency operating in the District or to the proper County board of assistance for investigation and relief.

Unexcused Absences

All absences shall be treated as unexcused until the District receives a written excuse explaining the reason for an absence. Parents/guardians may submit excuses as follows:

- 1) written note signed by a parent/guardian; or
- 2) email from a parent/guardian's email account as designated by the parent/guardian.

Excused Absences

A student absence is considered excused under the following circumstances:

- 1) When the student is prevented from attendance for mental, physical, or other urgent reasons such as • Illness • Family Emergency • Death of a Family Member • Medical or Dental Appointments • Authorized School Activities • Educational Travel with Prior Approval • Pre-approved religious instruction (limit 36 hours per year) • Bona Fide Religious Holiday • For purposes of receiving tutorial instruction in a field not offered in the District's curricula, when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring
- 2) When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
- 3) If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.
- 4) If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- 5) For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- 6) If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.
- 7) Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, "rare" means typically no more than 1 or 2 per year District-wide and "extraordinary circumstances" means the student is engaged in a profession or activity at a nationally recognized level.

Ten Consecutive Absences

Students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the absences are excused or the school is pursuing compulsory attendance prosecution.

Policy Notification

Parents/guardians shall be given copies of the District's attendance Policy and Administrative Regulations upon request. District attendance information, including the Policy, Administrative Regulations, and other documents will be posted on the District's website.

School Responses and Procedures for Unexcused Absences

Parents/guardians and students shall submit the required excuse within three (3) school days of the absence. A maximum of ten days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. The absence may be reclassified if a valid excuse note is forthcoming within ten (10) school days from the date of the absence. A maximum of ten days of cumulative excused absences for illness verified by parental notification may be permitted during a school year. All absences for illness beyond ten cumulative school days shall require an excuse from a physician familiar with the student who may not be the student's parent/guardian.

When a child is absent from school, the Attendance Officer or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 1. For parents/guardians with no designated email address, Attachment 1 will be mailed to the parent or guardian.

Third Unexcused Absence

Within ten (10) school days of a child of compulsory school age's third unexcused absence, the Attendance Officer shall send an Official Notice of Truancy. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the parent in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

Continued Absenteeism

If a child of compulsory school age continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then schedule a school attendance improvement conference, unless a conference was previously held following the Official Notice of Truancy. (See Attachment 3). The following shall apply with respect to a school attendance improvement conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.
- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled school attendance improvement conference has passed.

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Procedure for Addressing Habitually Truant Children

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school: Shall i. refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Chester County Office of Children and Youth for services or possible disposition as a dependent child; and ii. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either i. Refer the child to a school-based or community-based attendance improvement program or service; or ii. File a citation in the office of the magisterial district judge having jurisdiction in the region against the child or the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

If a child of compulsory school age who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or fails to participate in the such a program as recommended through the school attendance improvement conference, the school may refer the child to the Chester County Office of Children and Youth for possible disposition as a dependent child.

When referring a habitually truant child to the Chester County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over the region, the school shall provide verification that a school attendance improvement conference was held.

No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of school attendance if any of the following circumstances apply: • A proceeding is already pending against the child or person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served. • A referral for services has been made to the Chester County Office of Children and Youth and the agency has not closed the case. • A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the Juvenile Court.

Exempt from Compulsory Education

Pennsylvania School Code section 1330 states that a 16-year-old student who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law is exempt from compulsory attendance. In order to be a student who is exempt from compulsory education, the student must be 16 years of age or older and must be engaged in useful and lawful employment or service for 40 hours per week or more. 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.

INTERNET AND COMPUTER NETWORK SAFETY AND USE (P6190 AND R6190)

Individual student access will be offered to all students only after students have submitted the completed Network Acceptable Use Agreement. Individual users of the District computer networks are responsible for their behavior and communications over these networks. In compliance with the Children's Internet Protection Act, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Blocking software will be used on the Internet in an attempt to protect minor students from obscene material, all pornography, including but not limited to child pornography, other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act), and other categories deemed necessary by the administration (see Regulation 6190). Other Internet users will also have these categories blocked. An administrator, supervisor, or person authorized by the Board may disable the technology protection measure if needed for bona fide research or other lawful purpose.

The Information Services Department monitors its network for unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate legal and disciplinary action may be taken. Information placed on any District computer or server is subject to review and may be deleted without notice.

The network is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. Students and staff are expected to act in a responsible ethical and legal manner in accordance with the District Policy 6190, acceptable rules of network etiquette and Federal and State law. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
4. Use of the network for non-school related work on more than an incidental basis.
5. Use of the network for product advertisement or political lobbying.
6. Use of the network to transmit hate mail/speech, discriminatory remarks and objectionable, offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Use of the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of the network to disrupt the work of other users.
12. Impersonation of another user.
13. Sharing District password with, or allowing password to be used by, anyone else.
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure.

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414 AND R5414)

Except where the use of electronic devices has been prohibited by law, students may possess electronic devices within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The administration shall have the right to regulate the use and possession of all electronic devices. In addition to limitations on use and possession imposed by the school administration, possession of electronic devices is subject to the following restrictions:

1. Students may not use electronic devices to conduct any activities which violate state and/or federal law, Board Policy, District Administrative Regulations or school rules.
2. Students may not use electronic devices in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
3. Students may not use electronic devices or have them readily accessible when they are in restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.

Notwithstanding the rules set forth above, electronic devices may be used:

1. At any time to respond to or report an emergency situation; and
2. When and as required pursuant to a student's Individualized Education Program or Section 504 Service Agreement.

Violations of this Policy may result in disciplinary action, including suspension and/or expulsion.

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT HIGH SCHOOL STUDENT ACCEPTABLE USE AGREEMENT

The T/E educational network and information technology resources are provided for educational purposes that advance critical thinking, construct knowledge, and facilitate communication and collaboration in a connected world. Access to the T/E educational network is a privilege and entails safe, legal, and responsible use. When using a personal or District-provided electronic communication device* during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Users agree to be bound by the terms and conditions contained below, as well as the guidelines contained in Board Policy and Administrative Regulation 6190 (Internet and Computer Network Safety and Use). Users may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms, or other areas where individuals would have a similar expectation of privacy.

To respect and protect the privacy and safety of others and themselves, users must:

1. Use only assigned network accounts or approved network folders.
2. Keep passwords private and secure, and refrain from distributing private identifying information.
3. Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.

To respect our T/E educational community, users must:

1. Communicate in ways that are respectful, safe, and appropriate.
2. Report threatening or discomfoting materials to a teacher or administrator.
3. Refrain from buying, selling, advertising, or otherwise conducting business.
4. Access, transmit, or create only educationally-appropriate materials, avoiding materials of a violent, sexual, obscene, illegal, discriminatory, defamatory, or otherwise inappropriate nature, regardless of whether the content is blocked by District filtering programs.

To respect and protect the intellectual property of others, users must:

1. Cite sources and give credit when using another person's work.
2. Follow copyright laws by not copying, downloading, installing, or distributing illegal copies of copyrighted materials such as games, images, music, or video.

To respect and protect the integrity, availability, and security of all technology resources, users must:

1. Observe all T/E educational network Internet filters, and not use anonymous proxies or other technologies to bypass District filtering programs.
2. Not destroy or damage files, folders, software, network servers, equipment, or other resources.
3. Refrain from accessing, streaming, downloading, installing, and storing unauthorized files such as games, audio, or video files.

Additional Guidelines for Students Using Personal Electronic Devices:

1. Users are responsible for all damage, loss, misuse, or theft of their personal device.
2. Users are responsible for charging and troubleshooting their personal device.
3. Users are not expected to share their personal device.

Consequences for Non-Compliance:

Failure to comply with the T/E School District High School Student Network Acceptable Use Agreement may result in the loss of a user's privileges to use District-provided and/or personal electronic resources, disciplinary action up to and including suspension or expulsion from school, depending upon the severity of the offense, and/or referral to the appropriate law enforcement agency where appropriate.

Supervision and Monitoring:

As stated in Regulation 6190, "Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure."

The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and use. Classroom teachers will determine what constitutes appropriate use of electronic devices within their classroom. However, electronic devices may be used when and as required pursuant to a student's Individual Education Program or Section 504 Service Agreement.

Electronic devices may be used at any time to respond to or report emergency situations.



ACKNOWLEDGEMENT:

I have read or have had read to me the T/E School District High School Student Network Acceptable Use Agreement. I agree to follow these guidelines.

I understand that if I violate the T/E School District High School Student Network Acceptable Use Agreement my network account may be terminated and I may face other disciplinary measures as indicated above and consistent with District policy.

I understand that I am responsible for my network account and all activity within my account.

Student Name: (printed) _____ **Grade** _____

Student Signature _____ **Date** _____

*Definition of "Electronic Communication Device," as outlined in Regulation 5414

"Electronic Communication Devices" shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are lasers, are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.



DISTRICT ISSUED LAPTOPS (P6194 AND R6194)

The District-network refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes email, cloud-based storage, programs, and applications made available through the District.

LAPTOPS

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
3. The Superintendent shall establish regulations to implement the One-to-One Laptop Initiative which provide for the following:
 - a) Internet filtering in accordance with Policy 6190;
 - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
 - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
 - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected; and
 - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued.

SANCTIONS

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulations and, depending on the nature and seriousness of the offense, could result in referral to law enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted. Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.

ANNUAL WRITTEN NOTIFICATION TO PARENTS/GUARDIANS

The District shall provide written notification to parents and guardians whose child is eligible to be issued a Laptop for the first time.

COST SHARING FEE

Families of students participating in the One-to-One Laptop Initiative will be asked to pay an annual cost-sharing fee of \$50 per student, with a maximum annual family fee of \$100. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to participate in the One-to-One Laptop Initiative but who cannot afford the cost-sharing fee shall contact their child's school counselor or building principal to discuss available solutions.

ACCIDENTAL DAMAGE PROTECTION AND OTHER REPAIRS

The annual cost-sharing fee paid by the families of students participating in the One-to-One Laptop Initiative shall include a manufacturer's extended warranty for the life of the Laptop in the District to cover hardware repairs due to defective parts. Additionally, the cost sharing fee includes Accidental Damage Protection, which covers Laptop repairs or replacement due to damage that occurs during normal use of the laptop. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$150, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$200, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism) as those terms are defined in the warranty to be made available on-line.

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or replacement (\$385, prorated) if the damage cannot be repaired.

Notwithstanding the above provisions, students or their parent/guardian are responsible for the cost of the laptop (\$385, prorated) and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

PROCEDURE FOR REPORTING LAPTOPS MISSING OR STOLEN

Students issued Laptops are required to immediately report missing, stolen, or suspected stolen Laptops to a school administrator. To report a Laptop missing or stolen, the student must contact a school administrator by phone, email, or by visiting his/her office.

NOTICE REGARDING FILTERING

Although students are primarily responsible for the use of the Laptop and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through the Laptop on or off school property. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

FOOD AND NUTRITION SERVICES – STUDENT MEAL CHARGE POLICY (R8120)

School Meal Account Procedures / Meal Charging Policy

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register.

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and/or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied a meal because of the insufficient funds in their student meal accounts. In addition to purchasing a meal, students are permitted to charge a la carte food items, even if their individual student meal accounts lack sufficient funds, as long as their balance is not negative \$50 or more. In any event, the District will initiate procedures to restrict a la carte purchases when the student's negative meal account balance exceeds \$50 and the student will only be permitted to purchase a breakfast and lunch meal.

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student meal account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student meal account balance.

Low & Negative Account Balance Notification

If a student has an account balance of \$5.00 or less, the parent/guardian will be notified at least weekly by email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice should be marked "confidential – to be opened by addressee only." If the student's outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches, a request for payment letter will be mailed or emailed to the student's parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program. In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

If the student's outstanding account balance due is in excess of \$50.00 and remains unpaid for more than 30 days, the parent/guardian may incur additional collection charges on the outstanding balance. If a good faith effort is not made towards payment of the outstanding balance due, then a referral to an outside authority or agency may be made.

Parents/guardians experiencing economic hardships may request payment arrangements from the District.

Additional Information

The Principal or designee shall notify Food and Nutrition Services regarding departing students so that account balances can be rectified prior to their departure. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District's Food and Nutrition Services webpage.

Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least two written correspondences, as outlined above, to the student's parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Business Manager for appropriate action. Such unrecovered/delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and transferred to the Food Service Fund at the appropriate time to offset unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

Distribution

This Administrative Regulation, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.