



Conestoga High School Student Handbook 2016-2017

ADDRESS AND TELEPHONE NUMBERS

Conestoga High School
200 Irish Road
Berwyn, PA 19312

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

THIS STUDENT HANDBOOK BELONGS TO:

Name

Address

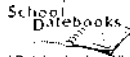
City/State/Zip

Phone Number

Homeroom Number and Teacher

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BELL SCHEDULE 2016-2017

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 2016-2017

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 2016-2017

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

STUDENT BLOCK SCHEDULE FALL SEMESTER

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

STUDENT BLOCK SCHEDULE SPRING SEMESTER

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

CONESTOGA HIGH SCHOOL 2016-2017 ADMINISTRATION AND FACULTY

ADMINISTRATION

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

ATHLETIC DIRECTOR

Mr. Kevin Pechin	Athletic Director
------------------	-------------------

STUDENT SERVICES

Grades 9 - 12

Mrs. Jenn Kratsa, Chair
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Ms. Melissa Boltz
TBD / Mrs. L. Lewis
Ms. Maria Marano / Mrs. Rachele Gough
Mr. Daniel McDermott
Mr. Brian Samson
Mrs. Laureen Stohrer
Ms. Christine Baumann / Mrs. Megan Smyth

HEALTH SERVICES

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

MENTAL HEALTH

Dr. Christine Dunleavy
Mrs. Melissa Salzberg

SCHOOL PSYCHOLOGIST/C.C.I.U.

Dr. Katherine Scott
Dr. Kathleen Quinlisk

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Mr. Justin Giles
Mrs. Malia Gordon
Mrs. Carrie Houde
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Mrs. Kerry Merlo
Ms. Christine Santamaria

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Mrs. Cindy Hyatt
Mrs. Judy Lee
Ms. Kirsten Whitaker

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Mrs. Kathryn Pokalo
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Mr. Richard Short
Mr. Ben Smith
Ms. Alexandra Solove
Ms. Mary Elizabeth Talian
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Mr. Travis Hartley
Mr. Richard Hawkins
Mrs. Miranda Hoenl
Ms. Allison Long
Mrs. Colleen McFadden
Mr. Matt Miehl
Mrs. Leanne Pretz
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Mr. Vincent Russo
Mr. Seth Shore
Ms. Kimberly Stegner
Mrs. Allison Youndt

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Mrs. Amy Alvarez

Ms. Gina Brienza

Mr. Salvatore Colosi

Dr. Robert DeSipio

Ms. Brooke Eidell

Mr. Michael Fastuca

Mrs. Elizabeth Gallo

Mrs. Jacqueline Gontarek

Mrs. Amy Hawkins

Mr. Michael Kane

Mr. John Kim

Mr. John Ligget

Dr. Jean Mihelcic

Mr. Ryan Roberts

Mr. Edward Sharick

Mrs. Kelly Showers

Mr. Kevin Strogen

Mrs. Janet Wolfe

Mr. Derrick Wood

SOCIAL STUDIES

Mr. David Zimmerman, Chair

Mr. David Anderson

Ms. Katie Buckley

Mrs. Debra Ciamacca

Mr. Michael Cruz

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

Ms. Meaghan McDugall

Mr. Michael Palmatier

Mr. Seth Schweitzer

Mr. Blake Stabert

Ms. Emily Zwart

MIT

Mrs. Danielle Sculley- Ellett

Ms. Jordan McCain

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Mrs. Amy Cruz, Chair

Mrs. Leanne Argonish

Mrs. Sue Dickinger

Ms. Cassandra Hesse

Mr. Christopher Nation

Mrs. Piera Raffaele

Mr. Michael Starner

Ms. Joanne Wagner

BUSINESS & TECHNOLOGY

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Ms. Cheryl Ballentine

Mrs. Susan Gregory

Mrs. Piera Raffaele

Mr. Michael Starner

Mrs. Caitlin Wilson

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Mr. John Jones

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Mrs. Ann Karcewski, Co-Chair

Mr. Patrick Cupo

Mrs. Alice Debu

Ms. Marianna Gazzara

Ms. Tracey Gilbertie

Mr. Aaron Gutter

Mrs. Judy Lee

Ms. Catherine McKee

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Mr. William Rivé

Mrs. Rossana Saldan

Ms. Krista Sanelli

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 take place during school hours and 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, 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.

CONESTOGA CLUBS AND ACTIVITIES

(Also see Clubs and Activities on Conestoga's web page at www.tesd.net)

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 2016-2017 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 upcoming pages in their club descriptions. Students who participate in these activities and who qualify for free or reduced price lunch will be eligible for a waiver.

What follows are brief descriptions of each activity and the names of the faculty sponsor(s) or advisor(s). **A frequently updated list of activities and club sponsors is also available by following the activities link on the CHS web page at www.tesd.net.** All students have the opportunity to sign up for activities at the beginning of the school year. As the student's interests change, s/he can become involved with other activities. Morning announcements and weekly bulletins advise students of upcoming events. Questions about a specific activity should be directed to the faculty sponsor or 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 on the CHS web page as well as in 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.

A VOICE FOR VETERANS

A Voice for Veterans is a club that plans to hold fundraisers on behalf of and create awareness regarding veterans and wounded persons from all branches of the military. The club plans to meet once a month on Tuesdays after school in room 216.

Sponsor: Mrs. Ciamacca

ACADEMIC COMPETITION TEAM*

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

Sponsor: Mr. Cruz and Mr. Palmatier

ADL (ANTI-DEFAMATION LEAGUE) *

CONESTOGA "WORLD OF DIFFERENCE" PEER TRAINERS

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

Sponsor: Ms. Nordsiek and Ms. Solove

ADOPT-A-GRANDPARENT CLUB

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

Sponsor: Mrs. Adams

AFRICAN-AMERICAN STUDENT UNION *

AASU's purpose is to learn and to develop further respect and pride in our cultural diversity through academic excellence and self-esteem. The club meets twice a month after school. Membership is open to all students.

Sponsor: Mrs. Lewis

ALL GIRLS ACAPPELLA GROUP

(PITCHES PLEASE)

Sharp Appeal is a small girl's vocal group dedicated to the performance of a *cappella* music. Membership is by audition only in September. Performers create their own vocal arrangements, as well as direct and choreograph. Sharp Appeal performs at the two annual choral concerts, in addition to community events. Rehearsals are held at the discretion of the members.

Sponsor: Mrs. Dickinger

ANIMAL ABUSE AWARENESS CLUB

The goal of this club is to educate the school community about animal abuse. Members will organize events to raise both awareness and money to help in the fight against animal abuse.

Sponsor: Mrs. Wolfe

ANIME CLUB

This club is for students interested in Japanese art, language, and culture through Japanese animation.

Sponsor: Mr. Kane

AP GROUP STUDY

The AP Group Study Club wants to enable as many students at Conestoga to study in a group with student helpers. This club is unlike other tutoring clubs because of the emphasis on the group working together to help each fellow student succeed. The students involved hope to help all AP students succeed in their classes.

Sponsor: Dr. Best

ASIAN-AMERICAN CULTURAL SOCIETY

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

Sponsor: Mr. Kim

ASTRONOMY CLUB

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

Sponsor: Mr. Kane

ATHLETES HELPING ACTIVELY (AHA)

This is a service club that works around an athlete's schedule to sponsor school-wide projects that benefits our school sports teams and the community.

Sponsor: Mr. Hawkins

BEST BUDDIES *

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

Sponsor: Mrs. Santamaria and Mrs. Wirth

BREAK-DANCE/HIP-HOP CLUB

The Break-Dance/Hip-Hop club is a student group that learns the basics of break-dance and the dance elements of hip-hop. The students work together to use break-dance as a way to create a positive influence and impact on the culture of CHS.

Sponsor: Mr. Palmer

BOWLING CLUB

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

Sponsor: Mr. Russo

CAPPIES *

This organization offers opportunities for students interested in journalism and theatre to write reviews of plays at area schools and potentially have these reviews published in the Philadelphia Inquirer. Conestoga's plays will also be visited by writers from other schools. Exceptional productions are selected each year to perform at the Kennedy Center.

Sponsor: Ms. Gaspari and Mrs. Hyatt

CHEMISTRY CLUB

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

Sponsor: Dr. Mihelcic

CHESS TEAM *

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

Sponsor: Mr. Chiorazzi

COMPUTERS FOR KIDS

Computers for Kids works with TE CARES to repair and refurbish donated computers and other technologies. These computers, laptops, printers and other technologies are donated to families in need within the TE community.

Sponsor: Ms. Hauer

COMPUTER SCIENCE CLUB

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

Sponsor: Mr. Dewees

CONESTOGA CRAFT CLUB : Now known as ARTC - Art Reaching the Community

The purpose of the Crafts Club is to provide students with a creative, comfortable atmosphere to learn and create crafts that can be worn, useful, and decorative.

Sponsor: Mrs. Argonish

CONESTOGA INVESTMENT CLUB (CIC)

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

Sponsor: Mrs. Ballentine

CUPCAKES FOR CASA

The club's purpose is to raise awareness of Casa Esperanza an orphanage in Guatemala and to provide a real-life opportunity to use Spanish language and correspond with orphans, as well as giving the students a chance to be creative in fundraising.

Sponsor: Ms. Stafford

DECA

DECA prepares members to be emerging leaders and entrepreneurs in marketing, finance, hospitality, and management through business competition and case study. The club will prepare students to compete in regional, state, and national business competitions, and it will provide them with the fundamental skills to be business leaders.

Sponsor: Ms. Buckley

DRAMA CLUB *

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

Sponsor: Mrs. Hyatt and Mr. Gutter

ENVIROTHON TEAM

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

Sponsor: Mr. Liggett

FALL DRAMA *

The fall production is a non-musical drama or comedy. Open auditions are held soon after school starts in the fall. Rehearsals may be daily, but vary according to size of role and published schedule. Students may also volunteer to work on costumes, set construction, make-up and publicity.

Sponsor: Ms. Gaspari

FELLOWSHIP OF CHRISTIAN ATHLETES

The Fellowship of Christian Athletes is touching millions of lives... one heart at a time. FCA is a club that provides a place for athletes and those they influence to meet and grow in their christian faith. The club will meet every Wednesday morning in room 128 at 6:30am. FCA is not a school- endorsed club.

Sponsor: Mrs. DiRico

FENCING CLUB

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

Sponsor: Mr. Davey

FILM PRODUCTION CLUB

This club will encourage students to make films along with helping and supporting other club members. Members will be able to experience all the different aspects of filmmaking, including directing, editing and acting.

Sponsor: Mr. Azar

FIREFIGHTERS/EMTS

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

Sponsor: Mr. Baskin

FLITE (FOUNDATION FOR LEARNING IN T/E) CLUB

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

Sponsor: Mr. Palmer

FRENCH CLUB

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

Sponsor: Mrs. Strouse

GENDER/SEXUALITY ALLIANCE

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

Sponsor: Mrs. Saldan

GERMAN CULTURE CLUB

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

Sponsor: Dr. Nerz

GREENING 'STOGA TASK FORCE *

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

Sponsors: Mr. Strogon

HABITAT FOR HUMANITY *

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

Meetings are held after school and on Saturdays.

Sponsor: Mrs. Gordon and Mrs. Merlo

HISPANIC CULTURE CLUB

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

Sponsor: Mrs. Taylor

HOMEWORK CLUB

Homework Club is a resource for students in grades 9-12 who need support with homework completion after school between 2:45PM and 4:15 PM in the school library. Students will be supervised by a teacher who can provide some support with assignments. Resources such as computers and books are available in the library for student use during this time. The club provides a quiet, focused study/homework period for high school students who wish to be successful. Students will complete a registration form prior to attending their first session.

Sponsor: Mr. DeVitis and Mrs. Gibson

HORTICULTURE CLUB

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

Sponsor: Ms. Hall

INTERACT

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

Sponsor: Mrs. Taylor

INTRAMURAL SPORTS CLUB *

Intramural Club provides students with recreation and the experience of competing with other students within their own school. Activities include Ultimate Frisbee, Dodge ball, Indoor Soccer, Basketball and Floor Hockey, after school on a rotating basis.

Sponsor: Mr. Stroger

ITALIAN LANGUAGE & CULTURE CLUB

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

Sponsor: Mrs. Saldan and Mr. Gutter

JUNIOR CLASSICAL LEAGUE

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

Sponsor: Ms. Whitaker

JUNIOR STATESMEN OF AMERICA (JSA)

Part of a national organization, this student run organization promotes democracy and political awareness. It supports free thinking through debate and discussion. Students will discuss/debate national and international issues.

Sponsor: Mr. Anderson

KEY CLUB *

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

Sponsor: Mrs. Pretz

MARCHING PIONEER BAND *

The Marching Pioneer Band is the largest instrumental performing group at Conestoga High School. Open to all Instrumentalists the Marching Pioneer Band performs at all home/away football games, parades, and participates in Cavalcade of Bands. The Marching Pioneers have been featured in Disney's Main Street Parade, Baltimore Columbus Day Parade, and The Philadelphia Thanksgiving Day Parade. There is one evening rehearsal during the week along with two weeks of summer camp.

Sponsor: Mr. Nation and Ms. Hesse

MATH COMPETITION TEAM *

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

Sponsors: Mr. Russo

MODEL UNITED NATIONS *

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

Sponsors: Mr. Zimmerman and Ms. Buckley

MUDDERS' CLUB (CLAY AND CERAMICS) *

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

Sponsor: Ms. Wagner and Ms. Raffaele

MULTI-CULTURE CLUB *

The goals of this club are to help ESL students to learn English, to assist them with homework and to exchange knowledge of different countries and cultures, including our own. International exchange students are welcome to participate in activities as well.

Sponsor: Mrs. Burling and Ms. Gazzara

MUSICIANS' GUILD

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

Sponsor: Ms. Solove

NATIONAL HISTORY COMPETITION CLUB *

This club encourages students to study historical topics related to a theme and conduct extensive primary and secondary research through libraries, archives, museums, oral history interviews and historic sites. After analyzing and interpreting their sources and drawing conclusions about their topics' significance in history, students present their work in a variety of formats. These products are entered into competitions in the spring at local, state, and national levels. Locally, the club is affiliated with the Chester County Historical society.

Sponsors: Mrs. Hyatt and Mrs. Ciamacca

NAVIGATE

The goal of Navigate is to help students from under-represented populations develop self-advocacy skills which contribute to both academic and social success at school. Additionally, Navigate seeks to help students build positive relationships with faculty, staff, and peers to lead them to meet their potential at Conestoga and beyond. Advisors will provide seminars and opportunities for field trips centered on college and career exploration.

Sponsor: Mrs. Lewis and Ms. Baumann

PADDLE TENNIS CLUB

Paddle Tennis is a fun sport which can be easily learned and enjoyed by students of all skill levels. This club meets at Waynesborough Country Club twice a week.

Sponsor: Mr. Goodman

PEER MEDIATION *

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

Sponsors: Ms. Mariani, Mr. Cangi and Mrs. Houde

PHILOSOPHY CLUB

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

Sponsor: Mr. Koenig

PHOTOGRAPY CLUB

This club is for photography enthusiasts interested in improving basic techniques. Members will critique each other's work, discuss technique and generate creative ideas for photography.

Sponsor: Mrs. Argonish

PHYSICS CLUB

The purpose of this club is to increase interest in Physics for future classes. Also, to provide an alternative outlet for students to pursue Physics.

Sponsor: Dr. DeSipio

PIODANCO (PIONEER DANCE COMPANY) *

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

Sponsor: Mrs. Stohrer

PROM COMMITTEE CLUB

Students interested in event planning are encouraged to join the Prom Committee Club. Students will help plan Junior and/or Senior Proms. Responsibilities will include budgeting, selecting the theme, and caterer menu for the Junior and Senior Proms.

Sponsor: Ms. Eidell

REACH (RESPONSIBLE, EDUCATED ADOLESCENTS CAN HELP) *

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

Sponsor: Mrs. Gardner

ROBOTICS CLUB *

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

Sponsor: Mr. Austin and Ms. Bicker

RYAN'S CASE FOR SMILES

This is a hands-on service club whose goal is to bring students together through sewing pillow cases for children with cancer. Pillow cases are donated to hospitals through the Ryan's Case for Smiles organization.

Sponsor: Ms. Mariani

SAILING CLUB

The Sailing Club welcomes students who are interested in learning more about the art of sailing, whether new or experienced on a sail boat. Club members will practice with licensed instructors at the Corinthian Yacht Club of Philadelphia where boats will be provided for use. Sailing club members may participate with other high school clubs in local events to develop skills on the water.

Sponsor: Mr. Gay

SADD (STUDENTS AGAINST DESTRUCTIVE DECISIONS) /

TATU(TEENS AGAINST TOBACCO USE) *

SADD/TATU is dedicated to addressing issues of underage drinking, impaired driving, drug use, tobacco use and other destructive decisions and killers of young people. SADD/TATU's mission is to provide students with the best prevention and intervention tools possible to deal with the serious issues facing teens today

Sponsor: Ms. Barthelmeh and Ms. Talian

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

SHINE (FOR CHRIST)

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

Sponsor: Mr. Wood and Ms. Eidell

SKI/SNOWBOARD CLUB

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

Sponsor: Mr. Kane

SMILES FOR AUTISM

This club's main goal is to encourage, motivate and educate students' awareness of Autism and how they can help the Autism community. This club is partnered with the Center for Autism Research.

Sponsor: Mr. DeVitis

SPRING MUSICAL *

The annual musical provides opportunities for students to perform onstage and backstage in varied capacities: acting, singing, dancing, and lighting, sound design, costuming, set construction and performance in the pit orchestra. Auditions for onstage performance and the pit take place in early December, and rehearsals occur every day after school (depending upon the size of the part) from the mid-December through the beginning of March.

Sponsor: Mrs. Dickinger

SQUASH CLUB

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

Sponsor: Mr. Samson

STAGE CREW *

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

Sponsors: Mr. Stamer, Mr. Austin and Mr. Nation

STOGA CONNECTS

Members of this club work together to innovate and create projects out of duct tape that are both practical and creative. Members let their imaginations run wild by crafting projects such as wallets and a duct tape dragon. Students aim at giving back to the school by raising money through selling projects.

Sponsor: Mr. Samson

STOGA MUSIC CRUSADE

Members of this service club bring music to patients or residents in healthcare facilities. Student perform songs and plays for local area facilities in an effort to use music and the arts to help with healing and spreading positive energy.

Sponsor: Mr. Davey

'STOGA STUDY BUDDIES' *

Members of Peer Tutoring participate in the after school tutoring clubs at Valley Forge and TE Middle Schools. Tutoring runs Monday-Thursday from 2:30-3:45PM. Tutors assist middle school students with a variety of subjects and may assume mentor roles in their work with the students.

Sponsor: Mr. McDermott

STOGABUNDANCE

The goal of this club is to fight hunger in our community by organizing food drives and fundraisers at Conestoga. All efforts will benefit Philabundance, the region's largest food bank.

Sponsor: Mrs. Hyatt

STUDENT ART FOR EVERYONE (S.A.F.E.)- Now ARTC: Art Reaching the Community

This club now falls under the ARTC - Art Reaching The Community Club.

Sponsor: Mrs. Argonish

STUDENT EXECUTIVE COUNCIL

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

Sponsor: Administration

STUDENT UNITED WAY

This club provides students the opportunity to get involved with a nation-wide charity that is extremely influential in the community.

Sponsor: Mrs. Gately

TAKE A BLINK FOR PINK

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

Sponsor: Ms. Buckley

T/E KIDS CARE

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

Sponsor: Ms. McGuckin

T/E TV PRODUCTION CLUB *

The club will be involved with all levels of television production. Students will learn how to use computers, cameras and editing equipment as well as be the "On Air" talent in many student productions.

Sponsor: Mr. Baskin

TED X STOGA

The goal of TED x Stoga is to give multiple student led TED talks on a variety of topics that will be presented to any interested students and classes. The club hopes to foster and inspire topics of interest and curiosity among students and teachers, and teach their audience something new.

Sponsor: Mrs. Ebarvia

THE BOOK CLUB

This club will discuss a book each month and allow students to share their opinions and thoughts in calm environment. All students are welcome to join!

Sponsor: Ms. Nordsiek

UNDERWATER ROBOTICS TEAM

The goal of this club is to increase interest in the field of engineering. Activities will include experimentation in various areas of engineering, such as robotics and electrical circuitry, and guest speakers. Members may have the opportunity to participate in the Sea Perch competition at Drexel.

Sponsor: Mr. Kim

U.N.I.C.E.F.

This club supports the international United Nations Children's Fund (Unicef) by raising student awareness of child right issues from around the globe. Members meet weekly. Fundraising efforts include trick or treat for Unicef.

Sponsor: Mr. Trainer

VIDEO GAME CLUB

Are you interested in video games? Love to play and learn? If so, the Video Game Club might be perfect for you. The purpose of this club is to provide a safe, fun, and engaging environment for students to have fun and make new friends and play video games.

Sponsor: Mr. Goraczko

VISUAL ENSEMBLE (COLOR GUARD) *

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

VOICE MALES

Voice Males are a small male vocal group dedicated to the performance of a *cappella* music. Membership is by audition only in September. Performers create their own vocal arrangements, as well as direct and choreograph. Voice Males perform at the two annual choral concerts, in addition to community events. Rehearsals are held at the discretion of the members.

Sponsor: Mrs. Dickinger

VOICES (SPEECH/DEBATE TEAM) *

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

Sponsor: Mrs. Wilson and Mr. Whitemore

YOUNG DEMOCRATS CLUB

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

Sponsors: Mrs. Lefkowitz and Mrs. Ciamacca

YOUNG REPUBLICANS CLUB

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

Sponsor: Mrs. DiRico and Mrs. Aichele

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. Please see Ms. Boltz for more information.

Sponsor: Ms. Boltz

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: Mrs. Dickinger

CO-CURRICULAR ORGANIZATIONS

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

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 **Mr. Starner**

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 change. **Please check the sports hotline at 610-240-1042 for daily events, including times and locations of sporting events.** For up to the minute game dates, times and locations go to www.highschoolsports.net.

INTERSCHOLASTIC ATHLETICS *

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

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	Field Hockey (JV-B) Soccer (JV-B) Volleyball
Winter	Basketball	Basketball
Spring	Baseball Lacrosse (JV-B)	Softball (JV-B) Lacrosse (JV-B)

RECOGNIZED ATHLETIC CLUBS

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

Athletic Clubs

	<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

ATHLETIC ACADEMIC ELIGIBILITY

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

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

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

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

EXPECTATIONS FOR SPECTATORS

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

CONESTOGA HIGH SCHOOL CODE OF STUDENT CONDUCT

See attached Tredyffrin/Easttown School District Policy 5401 (Discipline) pg. 40

PHILOSOPHY

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

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

RIGHTS AND RESPONSIBILITIES:

Students at Conestoga High School have:

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

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

THE RIGHT to have a safe school environment.

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

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

THE RESPONSIBILITY to be accepting of the uniqueness of others.

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

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

THE RIGHT to have property respected.

THE RESPONSIBILITY to respect and secure private and public property.

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

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

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

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

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

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

THE RIGHT to express themselves.

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

BEHAVIOR GUIDELINES

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

ACADEMIC HONESTY (PLAGIARISM AND CHEATING)

Mission Statement: The Conestoga High School community believes that academic integrity is central to our mission as an institution of learning. The students, staff, and families will share responsibility for maintaining an environment of honest scholarship.

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

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

ASSAULT, PHYSICAL

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

Action: A first referral will carry a minimum of five days of external suspension (OSS), a conference with parents and notification of police authorities of the incident. Alternative education placement will be considered. A second referral will result in a recommendation for a ten-day external suspension, recommendation for expulsion and referral to police authorities. Students may be asked to complete a risk assessment. (Reference Policy 5401 pg. 42.)

ASSAULT, VERBAL/THREATS/INTIMIDATION

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

Action: Verbal assaults against staff members or other students will not be tolerated. Depending on their seriousness and frequency, verbal assaults may result in a parent conference, Evening Supervised Study, privilege loss or delay, and/or external suspension. Students may be asked to complete a risk assessment. Police may be notified. Further offenses will result in additional external suspensions and disciplinary action. (Reference Policy 5401 pg. 42.)

ASSEMBLIES

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

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

BULLYING

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

Action: Bullying will not be tolerated. Depending on the seriousness and frequency, incidents of bullying may result in a parent conference, Evening Supervised Study, privilege loss or delay, and/or external suspension. Students may be asked to complete a risk assessment. Police may be contacted. Further offenses will result in additional external suspensions and disciplinary action. (Reference Policy 5401 pg. 42.)

BUS CONDUCT

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

Action: The bus driver will handle routine problems. If misconduct continues, the problem will be referred to an Assistant Principal using the established reporting system. Bus transportation is a privilege which may be withdrawn for certain specific periods. Additional consequences may occur. An Assistant Principal, in conjunction with the Superintendent's Office, will address recurrent misbehavior. Buses may have video surveillance for purposes of school bus safety. Review of such tapes may result in disciplinary action when warranted. (Reference Board Policy 8070 and 5413 pg. 41 and pg. 42, respectively.)

CAFETERIA/LUNCH/FOOD-DRINK

Students must report for lunch during the period indicated on their schedules. They may eat lunch in the cafeteria or courtyard. Students are to dispose of trash appropriately and leave their areas clean. Food and drink (other than water) may be enjoyed in the cafeteria and courtyard. Students are permitted to drink water in classes. Per teacher discretion, food and drink may be enjoyed in the classroom. **For information about pest management in the schools, see attached Tredyffrin/Easttown School Board Policy 8012 Integrated Pest Management on pg. 38.** Students are also reminded that classes are in session during the lunch period and therefore unnecessary traffic and noise in the halls is not permitted. Students assigned to lunch must use lavatory facilities near Student Services. Students must remain in the designated lunch areas (cafeteria and courtyard) during their lunch periods. Students are not permitted to purchase food from an outside vendor and transport it into the cafeteria during lunch time.

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

CALCULATOR USE

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

Action: A student who plays a calculator game will be asked to clear his/her calculator memory. Refusal to do so will result in the teacher

temporarily confiscating the calculator and clearing the memory. A student who possesses a calculator game deemed inappropriate will have his/her calculator temporarily confiscated and its memory cleared upon referral to an administrator, who may then take disciplinary action.

CELL PHONES/ELECTRONIC ITEMS

Students are NOT permitted to talk on their cell phones or other electronic communication devices at any time during the school day, unless the phone calls are made from an administrative office, Student Services Office, Nurse's Office or the Main Office with permission. During the school day, students MAY ONLY use muted cell phones or other electronic devices in accordance with the Acceptable Use Agreement, in the following locations: lobbies, hallways, cafeteria, library and courtyards. Use of electronic devices in classrooms or other locations being used for instructional purposes requires authorization of the teacher. Unless authorized by the teacher, electronic devices must be silenced and concealed during class time. Students MAY NOT use electronic devices in a manner which might violate the privacy rights or dignity of students and/or school staff, to commit academic fraud, or at a volume or in a manner that creates a disturbance for staff or students. Students may not use electronic communication devices or have them readily accessible when they are in the restrooms, locker rooms or other areas where individual would have a similar expectation of privacy. Use of an electronic device in school to capture videos, photos or audio will subject the student to disciplinary action unless the use is approved by a teacher or an administrator. (Reference Policy and Regulation 5414, pg.48)

Action: Students violating the cell phone/electronic device rules will have their device confiscated and turned over to an assistant principal for disciplinary action. Failure to give a device to a staff member upon request will be considered insubordination and result in additional disciplinary consequences.

CLASS ATTENDANCE, CLASS CUTS

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

Action: Teachers are not obligated to provide makeup work for students who cut class and therefore willfully remove themselves from academic instruction. A failing grade may be assigned for any graded work that was completed during the class cut. A student who cuts a class will be assigned two sessions of Evening Supervised Study and will receive a 10% point grade reduction for the marking period because of academic work missed. The next cut in the same class in the same marking period will result in the assignment of two additional sessions of Evening Supervised Study and, because of academic instruction missed, either a maximum grade of 50% for the marking period or the achieved grade, whichever is lower. Further class cuts in any subject will result in a parent conference, the assignment of four sessions of Evening Supervised Study and the implementation of the described grade reduction policy. In addition, all privileges will be revoked for the marking period or semester. Privileges may be revoked after the first cut.

COMPUTER USE / DISTRICT ISSUED LAPTOPS

When using a personal or District owned computer (e.g. desktop, laptop, tablet) during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Student in grades nine and ten have the opportunity to use a District issued laptop in school and at home as part of the 1:1 Laptop Initiative. Students are responsible for the appropriate use of their laptop at all times. District issued laptops should be used in accordance with the terms and conditions contained in the Tredeffrin/Easttown School District High School Student Network Acceptable Use Agreement, as well as the guidelines contained in Board Policies and Administrative Regulations 5414 (Electronic Communication Devices: Use by Students), 6190 (Internet and Computer Network Safety and Use) and 6194 (District Issued Laptops). Student are required to immediately report missing, stolen, or suspected stolen laptops to a school administrator.

Action: Failure to follow these guidelines will result in a conference with an Assistant Principal, school detention, Evening Supervised Study and/or external suspension. More serious or repeated offenses may result in multiple Evening Supervised Study periods, Saturday detentions, external suspension (OSS) and police notification. Additionally, computer privileges may be suspended indefinitely. (Reference Board Regulation 6190 pg. 53.)

DANGEROUS OR NUISANCE MATERIALS AND ACTIVITIES

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

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

DISRESPECTFUL BEHAVIOR

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

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

DISRUPTIVE/DISORDERLY BEHAVIOR

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

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

DRESS AND HATS

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

Shirts and blouses must cover the midriff, chest and back and substantially cover the shoulders. Strapless or spaghetti-strapped tops are not permitted. Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. Clothing of a revealing or sexually suggestive nature is prohibited, including clothing which has been intentionally or inadvertently torn. Footwear is required at all times on school premises.

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

Hats and head coverings of any kind are not permitted for females or males.

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

DRIVING/PARKING

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

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

DRUGS AND ALCOHOL

Students must consult the attached Tredyffrin/Easttown School District Administrative (Regulations 5405 Student Substance Abuse pgs. 45- 48.)

EMERGENCY EQUIPMENT

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

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

FIGHTING

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

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

FORGERY/MISREPRESENTATION/COUNTERFEIT

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

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

HALL PASSES

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

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

HARASSMENT/NON-DISCRIMINATION

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

Action: Following an appropriate investigation, any incident of harassment will result in a parent conference, assignment of Evening Supervised Study or External Suspension. Police may be notified. A change in schedule may also be required. (Reference Policy 5420 and 6141 pg. 55, 56.)

HAZING

Hazing, which constitutes any activity that recklessly or intentionally endangers the physical health, mental health, safety or welfare of a student for the purpose of initiation or membership in, or affiliation with any organization the Board recognizes, is prohibited. Any hazing activity shall be presumed to be forced upon the individual, even if the individual willingly participates. Endanger the physical health is defined as forced physical activity that could adversely affect the physical health or safety of the individual. Such forced physical activity shall include, but not be limited to, any brutality of a physical nature, calisthenics or other physical activity, exposure to the elements, and consumption of food, alcoholic beverage, drug, or controlled substance. Endanger the mental health is defined as forced activity that could adversely affect the mental health or welfare of the individual. Such forced activity shall include, but not be limited to, any activity subjecting the individual to extreme mental stress, such as prolonged sleep deprivation, prolonged exclusion from social contact, or conduct that could result in extreme embarrassment.

Action: An individual or group of individuals who has directed, assisted, or engaged in hazing of another individual or group shall be investigated and subjected to discipline in accordance with applicable Board policy and Code of Conduct guidelines (Reference Policy 5421 pg. 55.)

IDENTIFICATION

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

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

INSUBORDINATE BEHAVIOR

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

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

LEAVING CAMPUS

Students may not leave the school grounds without prior administrative approval. Upon arriving at school prior to 7:20AM students must enter the building and may not depart without written permission from a school official. Administrative approval may come from the Health Office for dismissal for illness, the Attendance Office for an appointment, or an administrative office for privileges granted eligible juniors and seniors under terms outlined in the Code of Conduct. A note/email presented after the fact **cannot** excuse an unauthorized departure from campus. Students must exit through either the main lobby or the gym lobby. Students may not visit the parking lot, elementary and middle schools, or any other District property during the school day without administrative authorization. In addition, students are not at any time permitted to trespass (e.g., cut through, smoke on, loiter, etc.) on private property. Furthermore, parking on residential streets is discouraged.

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

LOCKS AND LOCKERS

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

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

OTHER CRIMINAL CONDUCT

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

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

PERSONAL MUSIC SYSTEMS

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

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

POSTERS

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

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

PRIVILEGES: DELAYED ARRIVAL/EARLY DEPARTURE

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

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

PRIVILEGES: UNASSIGNED PERIODS

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

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

PRIVILEGES: SENIOR LUNCH

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

Action: Returning late from senior lunch a first time will result in the revocation of the privilege for one week in addition to whichever disciplinary consequences (e.g., class cut) apply. Subsequent offenses will result in additional disciplinary action. The administration retains the right to rescind privileges for disciplinary or academic reasons, during times of inclement weather or when there is a school program scheduled during sixth period. The parent may rescind privileges at any time. Students shall report the loss of a privilege card to the 12th grade assistant principal's office. A new card will be issued three days after notification at a \$5.00 cost.

PRIVILEGES: SENIOR INTERNSHIP

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

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

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

SAFETY/SAFE PRACTICES/SCHOOL CLIMATE

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

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

SEARCHES/INSPECTIONS/VIDEO MONITORING

Students must consult the attached Tredyffrin/Easttown School District (Policy and Administrative Regulation 5412 Searches pg. 43 and 8070 Video Monitoring in Schools pg 41.)

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the work place. (Reference Policy 5420 pg 55.)

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

SPORTS/SCHOOL EVENTS

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

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

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

STUDY HALL PROCEDURE

All students should report to their study hall classrooms at the beginning of each period. Students should come prepared with academic material to study and work independently for the duration of the period. Students who need to go to Student Services, the nurse, a resource room, or to meet with an individual teacher must obtain a pass from the study hall teacher. **The pass shall be returned to the study hall teacher before the end of the period indicating the time spent by the student at the alternate location and signed by the appropriate staff member.** Study hall teachers shall maintain a sign-out/sign-in sheet to account for the whereabouts of all students at all times. Students remaining in study hall shall work quietly for the duration of the period.

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

THEFT

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

Action: A student who has stolen, or who has attempted to steal, private or public property will be assigned a range of consequences from an ESS to a period of external suspension of one to five days for a first offense. Subsequent offenses will result in additional disciplinary action. In cases where the value of the item or items is greater, the level of disruption to the school community caused by the action and/or where it is not the student's first offense, the sanction could be a longer suspension with a possible recommendation for expulsion. Students are required to replace or make restitution for any items stolen. The police may be notified of any incident involving theft or attempted theft.

THREAT TO HEALTH, MORALS, SAFETY OR WELFARE OF OTHERS

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

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

TOBACCO POSSESSION

According to district policy and state law, students may not possess or use tobacco products while on school property (including district sidewalks and parking lots), while riding in district vehicles, or while at school activities. This includes cigarettes, chewing tobacco, dip, snuff, cigars or electronic smoking products. "Electronic smoking products" means electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals. Use or possession of tobacco products in student vehicles while on school property is prohibited. (Reference Policy 5411 pg. 41.)

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

UNSUPERVISED AREAS/LOITERING

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

Action: Students found to be in unsupervised areas will be asked to provide proper identification to school personnel and will be directed to return to a supervised area of the building or grounds. Failure to do so will be considered insubordinate and students may be assigned a range of consequences from an ESS to a period of external suspension of one to five days for a first offense (see Insubordinate on page. 33 of the Code of Conduct).

VANDALISM, ARSON, GRAFFITI

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

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

VISITORS

Student visitors to Conestoga High School may be permitted for legitimate, educational reasons **only**. Such visits will be limited to a **maximum** of one half (1/2) day. Parents who wish to obtain approval for a student visitor to school should complete and submit, prior to approval, a visitor application a minimum of three school days before the requested visit. Simply signing in upon entry does not authorize a visitor's presence at Conestoga. Visits are not permitted during exam days nor ten days prior to the close of each marking period. All Conestoga students who wish to bring a visitor to school must register the **visitor in advance through Student Services and obtain administrative approval**.

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

VULGAR/OBSCENE LANGUAGE, GESTURES, DISPLAYS

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

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

WEAPONS

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

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

ATTENDANCE PROCEDURES

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

STUDENT ABSENCE PROCEDURES

1. Parent of the student contacts the attendance office at 610-240-1050, after 6:45AM. This is for reporting purposes only; an absence note/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 unlawful.
4. If a student accumulates three (3) unlawful absences, parents will be notified that the next unlawful absence will be referred to the District Justice for truancy and a possible fine. Truant students are also subject to the class cut provision of the Code of Conduct. Absences and lateness resulting from medical visits will not count against a student's attendance record provided that the school is provided with a Dr.'s note/email in an appropriate time frame (same day for late arrivals and within (3) days for absences).

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

STUDENT TARDY PROCEDURES

1. Any student arriving after the start of 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. (see pg. 29).
5. The only exception to this procedure is if the student is late due to a late school bus, in which case security staff will issue bus passes to affected students.

EXCUSED VS. UNEXCUSED ABSENCES AND TARDIES

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

1. Personal illness or quarantine
2. Health care
3. Death in the immediate family
4. Impassable roads as determined by the Superintendent of T/E School District (snow days)
5. Approved educational travel
6. Religious holidays or religious instruction.

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

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

CONSEQUENCES OF VIOLATIONS

Class Cuts, Unexcused Tardies and Truancy

A class cut is defined as an unexcused absence from all or part of a scheduled class or class activity. A student who missed class time due to Truancy or Unexcused Tardies is subject to the class cut provision of the Code of Conduct (see pg. 29).

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 School Code those absences will be recorded as Unexcused tardy.

The following chart explains the penalties for unexcused tardiness:

Grades 11 and 12

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

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

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

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

Grades 9 and 10

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

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

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

Over 10 Unexcused Tardies - 4 Evening Supervised Studies each.

TRUANCY

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

EARLY DISMISSALS

Students who request permission to leave school before the end of the school day must present to the Attendance Office a note/email from a parent including the date, reason, departure time, and parental signature before the start of homeroom. Note/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 (see Leaving Campus, pg. 33) 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 of Schools must approve absences in excess of five school days. The student is responsible for making arrangements with teachers to complete work missed during any absence.

VISITS TO SCHOOL WHILE ABSENT AND/OR SUSPENDED

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

CLASS CUTS

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

LATENESS

Students are required to be inside the classroom at the bell marking the start of the class period. Students who loiter outside of the classroom will be directed into the room before the bell marking the start of the class period. Chronic lateness will result in disciplinary consequences, including detentions, parent conferences, referral to the administration, loss of privileges and/or grade reduction.

DISCIPLINARY ACTION

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

LOSS/DELAY OF STUDENT PRIVILEGES

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

TEACHER DETENTION (TD)

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

AFTER SCHOOL DETENTION (SD)

School detentions are held in designated rooms at Conestoga from 2:30 PM to 3:15 PM Monday through Thursday. Students are responsible for transportation needs. Students must report to detention at or before 2:30, remain silent, stay awake, work quietly, refrain from eating and drinking, and cooperate with proctors in order to avoid additional detentions. Any disruptive behavior resulting in the student's removal from school detention will result in assignment to Evening Supervised Study. Failure to attend an assigned School Detention will result in the assignment of one (1) additional School Detention or an ESS.

EVENING SUPERVISED STUDY (ESS)

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

SATURDAY DETENTION (SAT)

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

EXTERNAL/OUT OF SCHOOL SUSPENSION (OSS)

Denying a student the privilege of attending class for even a short time is a measure reserved for serious or chronic infractions. During external suspension or out of school suspension (OSS), the student remains home under the supervision of a parent or guardian. The student's **attendance record will register external suspension** days as "excused." Every effort will be made to provide assignments and materials for students use during the period of suspension. The time period for external suspension starts at the moment of exclusion and continues through the school day (2:20) of the date set for the suspension's ending. During external suspension, the student may not appear on school property, even during off-school hours, intervening weekends and recesses, and all school activities. Upon return to school, the parent and student may conference with an administrator and the student's counselor to devise a personal corrective plan. Additional personnel may attend as appropriate (e.g. school psychologist, school nurse, CARE Team). If the period of suspension is more than three days, the student is entitled to an informal hearing at the request of a parent/guardian. The informal hearing will follow due process requirements. If information provided at the informal hearing should change the length of the suspension, the student and his/her parent or guardian will be notified both verbally and in writing. To arrange a hearing, please call the administrator handling the incident at least twenty-four hours in advance.

EXPULSION

Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to maintaining "a school climate that encourages learning." (Reference Policy 5401 on pg. 42)

RESCHEDULING OF SCHOOL DETENTIONS, EVENING SUPERVISED STUDIES (ESS) OR SATURDAY DETENTIONS

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

POLICIES AND REGULATIONS

ELECTRONIC COMMUNICATION BETWEEN EMPLOYEES AND STUDENTS (P4344)

This policy limits electronic communication between staff members and students to educational or extra-curricular programs or activities. This policy is also reflected in the *CHS Activities Handbook* and *CHS Coaches' Handbook*.

All electronic communications conducted by an employee 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.

School District employees are prohibited from using any electronic communication methods with a student for purposes not related to educational or extra-curricular programs or activities, except as specifically authorized in Administrative Regulation.

TOBACCO – POSSESSION AND USE (P5411)

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

INTEGRATED PEST MANAGEMENT (P8012)

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

VIDEO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070)

In order to provide a safe environment for students and school personnel, schools may be equipped with video 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. When applicable, students and school bus passengers will be notified as to the presence and possible activation of any video recording devices.

ATTENDANCE (P5113)

Frequent or prolonged absence without satisfactory reason or in willful violation of the compulsory attendance laws shall be handled in conformity with the procedures in the District's Administrative Regulation R5113 and applicable law.

NONRESIDENT STUDENTS (P5116)

The Tredyffrin/Easttown School District (TESD) operates for the benefit of resident children eligible for enrollment. Students are only eligible to enroll in TESD schools when they reside in the TESD at time of enrollment as determined by law. In this regard and by way of examples, the following do not establish residency:

1. Ownership or proof of future ownership of property (regardless of whether the property is residential, commercial or industrial) in the TESD without actual residency in the TESD at time of enrollment.
2. Residency with another family without complying with requirements established elsewhere in this Policy.
3. Residency with a parent who has less than 50% custody, without a court order specifically designating the TESD as the District of residence for school attendance purposes.

The TESD will only permit the enrollment of nonresident students when they are eligible for a specific reason as set forth in this Policy or as required by law. While the TESD's practice is not to enroll nonresident students on a tuition basis, nothing in this Policy shall preclude the TESD from assessing tuition charges to families whose children attend school in violation of this Policy and its accompanying regulation.

STUDENT DISCIPLINE (P5401)

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

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

1. Inappropriate physical contact, verbal threats or attacks, bullying or fighting on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises.
2. The use of, distribution of or possession of, any substance subject to Policy 5405. Aiding and abetting any of the above shall be treated in the same way.
3. Carrying of any item which could be considered a weapon or which is dangerous in nature in accordance with State Law
4. Consistent lateness to or cutting of class or detentions
5. Willful destruction or defacing of school property
6. Chronic infraction of building rules
7. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others.
8. Physical or verbal threats or attacks or retaliatory conduct directed at school staff members, their property, or their families.
9. Chronic insubordination

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

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

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

BULLYING (P5401 & R5401)

It is the policy of the District to provide a safe and positive learning environment free from bullying behaviors. Bullying occurs when a student or a group of students **intentionally** and **repeatedly** uses hurtful or intimidating words, actions or other behaviors against another student. A detailed description of bullying behaviors is posted in each classroom at Conestoga High School for student access. If a student thinks that someone is bullying him/her during the school day, on school property, on a school bus, or at a school-sponsored activity, the student should tell an adult at school immediately so the school can begin the process of investigating the issue. Following the investigation, school officials may apply a range of consequences from a parent conference to police contact.

STUDENT CONDUCT ON BUSES (P5413)

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

COMPLAINTS REGARDING THE DISTRICT (P1122)

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. Board members who receive complaints concerning the District's programs or operations will encourage the complainants to follow this same procedure. 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.

Since the District requires its employees to make mandatory reports to law enforcement and other agencies for suspected child abuse, possible violation of criminal law and educator misconduct, among other required reports, complaints regarding the District's referral of matters to governmental agencies shall not be subject to the procedures required by this Policy.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

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

SEARCHES (P5412 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 are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the District. Furthermore, lockers, locks, desks, and storage compartments may be provided for the use of students, but remain the property of the District. Consequently, the District has the right to randomly or periodically inspect lockers, desks or other storage areas at any time. Students do not have the right to be present during such searches. Systematic suspicionless testing may be performed at school dances or proms. Testing may be by breathalyzer or similar non- invasive testing.

EVALUATION OF PUPIL PROGRESS (P5221)

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

GRADUATION (P5227 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 2015 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.

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.

24.0 TOTAL CREDITS

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.

STUDENT PUBLICATIONS (P5332)

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 could be considered libelous, slanderous, obscene or morally objectionable to the community at large.

PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312)

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

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 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.

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.

STUDENT ACCIDENTS AND INJURIES – TREATMENT AND REPORTING (P5422)

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 SUBSTANCE ABUSE (R5405)

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

I. STUDENT ASSISTANCE PROGRAM (SAP)

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

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

II. STUDENTS SEEKING HELP

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a drug, alcohol, or substance abuse problem, and who is not under the immediate influence or in possession of a substance governed by Policy 5405 is not subject to the disciplinary provisions 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.

- A. School personnel to whom a student reports and from whom he or she seeks help should consult with the student and make an appropriate referral to the Student Assistance Team, counselor or administrator.
- B. The Student Assistance Team will make an appropriate assessment and referral for psychological, medical or other types of help as indicated. If assessment or treatment appears necessary, the consent of the parent or legal guardian of the student shall not be necessary to refer the student for treatment (71 P.S. §1690.112), although the District will notify the parent or legal guardian of any such referral.
- C. Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- D. In accord with the Pennsylvania Drug and Alcohol Abuse Control Act, a student in the District who suffers from the effects of substance abuse may consent to counseling or medical care related to its diagnosis and treatment.

III. VIOLATION OF POLICY 5405

- A. Policy 5405 is violated when any student, employee, visitor, guest or any other person manufactures, uses, abuses, possesses, is under the influence of, distributes or attempts to distribute substances subject to Policy 5405 or paraphernalia associated with substances subject to Policy 5405 on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of substances subject to Policy 5405.
- B. "Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of substance subject to policy 5405.
- C. Simulated ("look alike") medication is prohibited and its possession is a violation of this regulation. This would include sale, distribution, or possession of substances which look like controlled pills, alcohol, marijuana or other substances which alter behavior or judgment.
- D. The principal or designee is authorized to prevent any person from entering District premises, who possesses or attempts to distribute, or is under the influence of substances subject to Policy 5405.
- E. Students who are on field trips or are participating in school-sponsored activities at or away from school are subject to Policy 5405 and these regulations. Any students covered by the rules in the *Coaches Handbook* or by agreements governing participation in non-athletic extracurricular activities shall also be subject to these regulations. Students who violate these regulations may be returned home, if warranted, before completion of the activity, and the appropriate authorities shall be notified as indicated elsewhere in Administrative Regulation R5405.

IV. INVESTIGATION, IDENTIFICATION AND CONSEQUENCES

A. Identification of Students Suspected of Substance Abuse

1. Responsibilities of School District Employees

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

2. Responsibilities of Principal or Designee

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

B. Treatment and Discipline for Confirmed Violation of Policy 5405

1. All students will be referred to the Student Assistance Team or its grade level equivalent. Students must attend a counseling or treatment program as determined by an assessment conducted by the COAD liaison or a licensed substance abuse treatment facility. An alternative licensed substance abuse treatment facility may also be pursued at parents' expense with approval of the Superintendent of Schools. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to attend a program will be in violation of disciplinary regulations and pursued accordingly. Failure to participate or follow through with the recommendations for treatment will result in a recommendation for expulsion or alternative placement to the Superintendent of Schools.
2. The following disciplinary procedures will be used in connection with any violation of Policy 5405.
 - a. The building principal or designee will contact the student's parent(s) or guardian(s) and request that they come to the principal's office immediately.
 - b. The principal or designee will notify the proper local authorities for appropriate investigation and disposition.
 - c. The principal or designee will schedule an informal hearing in accordance with District Policy at which time the student and parents may offer an explanation of the circumstances.
 - d. If after the informal hearing, the principal or designee determines the offense has been committed by the student, the principal or designee will take the following action:
 - 1) A student who is found to be in violation of Policy 5405 for the first time (except for distribution) shall be suspended out of school for five (5) days and will not be permitted to participate in school-sponsored activities as defined at the end of this regulation for fifteen (15) school days following the infraction.

- 2) A student with more than one violation of Policy 5405 for use or possession (but not distribution) of drugs, alcohol, or substances subject to Policy 5405 will be suspended from school for ten (10) days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. A substance abuse assessment conducted by a licensed substance abuse treatment provider at parents'/ guardian's expense will be required. At the expense of the parent/guardian, the student must complete a treatment plan based on the recommendations cited in the assessment conducted by the licensed substance abuse treatment provider. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to participate in the recommendations cited in the assessment and/or in the treatment plan will result in referral to the Superintendent for expulsion proceedings or alternate placement.
- 3) For a student who distributes drugs, alcohol, or substances subject to Policy 5405, the principal or designee will refer the case to the Superintendent who may request a formal disciplinary hearing to be scheduled before the Board of School Directors, where expulsion or alternative placement will be recommended as warranted by the results of the investigation.
- 4) Additional penalties for prohibited use of anabolic steroids are as follows:
 - a) First violation – suspension from school athletics for the remainder of the season or 30 school days, whichever is longer.
 - b) Second violation – suspension from school athletics for the remainder of the season and for the following season.
 - c) Third violation – permanent suspension from school athletics.

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

For purposes of Administrative Regulation 5405, "participation in school-sponsored activities" means attendance at (including representation of the school or District in) athletic events or other school activities such as cultural programs or academic activities. The student may still participate in graduation ceremonies but may not represent the school as an individual, such as a speaker or other program participant. Exclusions from participation in school-sponsored activities under this Regulation carry over from year-to-year except in the case of graduating seniors.

STUDENTS' FREEDOM OF EXPRESSION (P5400)

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.

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414)

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 NETWORK 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.

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

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.

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.

UNLAWFUL HARASSMENT BY AND OF 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 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 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.

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

HAZING (P5421)

The District's policy is to maintain a safe, positive and respectful environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which 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 organization recognized by the Board.

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, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

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 which 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.

Any form of hazing that is a part of a school sponsored activity is prohibited.

The District will promptly investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. Complaints of hazing may also be referred to the appropriate law enforcement agency for investigation.

Students who have knowledge of hazing activities shall promptly report such conduct to a building administrator. Any student who has been subjected to hazing is also encouraged to promptly report such incidents to a building administrator and/or school counselor.

NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141)

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

Students who believe they have been subjected to discrimination and students who become aware of discrimination against a student or students are encouraged to promptly report such alleged incidents to a counselor or administrator. The District takes complaints of discrimination very seriously. Such complaints shall be investigated expediently, and appropriate corrective action will be taken when allegations are substantiated. To the extent permitted by the District's legal and investigative obligations, confidentiality of all parties affected by the investigation will be maintained. There shall be no reprisals or retaliation as a result of good faith charges of discrimination.

STUDENT RECORDS (P5225 AND R5225)

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

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.



2016—Calendar—2017

NOTE: 1st full day for ALL students Gr. 1 - 12: August 29, 2016; 1st day for Kindergarten students: Tues., Sept. 6, 2016
 Tentative Last Day for students: June 12, 2017 (1/2 day) No Kindergarten students report
 Tentative Last Teacher Day: June 14, 2017

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	Ⓢ	9	10	11	12	
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DECEMBER							JANUARY							FEBRUARY							MARCH							
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APRIL							MAY							JUNE							MS/HS Marking Periods August 29 - Nov. 4...47 Days Nov. 7 - Jan. 27.....48 Days Jan. 30 - March 31.....44 Days April 3 - June 12.....43 Days							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
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23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30												
30																												
K E Y														Rescheduled student days for use in the event of emergency closings.														
□ = No School △ = Kindergarten Screening & Parent Conferences, no Kdgn. L = 1/2 Day: Elem. Parent Conferences, Gr. 1-4, no Kdgn. ▽ = 1/2 Day: Elementary / MS Parent Conferences, Gr. 1-8, no Kdgn. ○ = Districtwide Parent Conference Day, no students report ■ = New Teacher Inservice, no students report ○ = Instr. Staff Inservice, no students report ∩ = 1/2 Day for Gr. 1-12, no Kdgn. / 1/2 Day Staff Inservice														Day 1 June 13 Day 2 June 14 Day 3 June 15 Day 4 June 16 Day 5 Feb 20* Day 6 April 17* Day 7 June 19 Day 8 June 20 Day 9 June 21 Day 10 June 22														
Section 15-1502(a) Local Holidays—No School Defined by the PA School Code as days that will not be used as make up for emergency closings. November 25, 2016, December 26, 2016, December 27, 2016, December 30, 2016 and April 14, 2017														*Subject to Contractual Guidelines														

August 25, 2016, August 26, 2016, November 8, 2016, November 28, 2016, April 17, 2017, May 16, 2017 and June 13, 2017 are additional Act 80 Days.

CALENDAR YEARS

2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
	3	4	5	6	7	8	9		1	2	3	4	5	6	6		7	8	9	10	11	12	1		2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		13	14	15	16	17	18	19		10	11	12	13	14	15	16	
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		20	21	22	23	24	25	26		17	18	19	20	21	22	23	
	24	25	26	27	28	29	30		21	22	23	24	25	26	27		27	28	29	30	31	24	25		26	27	28	29	30			
31							28	29																								
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	7	
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13	
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20	
	22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30	21	22		23	24	25	26	27			
29	30	31					26	27	28	29	30	31							28	29	30	31										
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S	
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10	
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17	
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24	
	25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	25	26	27	28		29	30	31					
							30	31																								

2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8	
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15	
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		19	20	21	22	23	24	25		16	17	18	19	20	21	22	
	22	23	24	25	26	27	28		26	27	28	26	27	28	29		30	31	26	27	28	29	30		31	23	24	25	26	27	28	29
29	30	31					26	27	28														30									
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5	6	7	
	8	9	10	11	12	13	14		11	12	13	14	15	16	17		9	10	11	12	13	14	15		8	9	10	11	12	13	14	
	14	15	16	17	18	19	20		21	18	19	20	21	22	23		24	16	17	18	19	20	21		22	20	21	22	23	24	25	26
	21	22	23	24	25	26	27		25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	31				
28	29	30	31					25	26	27	28	29	30	30	31								27	28	29	30	31					
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S	
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9	
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16	
	17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23	
	24	25	26	27	28	29	30		22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30			
							29	30	31														31									

2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		25	26	27	28	25	26	27		28	29	30	31	22	23	24		25	26	27	28			
28	29	30	31					25	26	27	28								29	30											
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25
	27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28	26	27		28	29	30	31			
							24	25	26	27	28	29	30	30	31								26	27	28	29	30	31			
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		1	2	3	4	5	6	7		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		21	22	23	24	25	26	27		25	26	27	28	29	30	23		24	25	26	27	28	29	
30							28	29	30	31								30	31												

