



**CONESTOGA VALLEY SCHOOL DISTRICT**

# **Student Handbook**

**2023-2024**

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# District Information

## SCHOOL HOURS

|                                  |                       |
|----------------------------------|-----------------------|
| Elementary .....                 | 9:00 a.m. - 3:35 p.m. |
| Middle School .....              | 7:35 a.m. - 2:20 p.m. |
| High School .....                | 7:40 a.m. - 2:36 p.m. |
| Secondary early dismissal .....  | 11:40 a.m.            |
| Elementary early dismissal ..... | 12:30 p.m.            |

## BUILDING SECURITY

### Surveillance cameras in use

Surveillance cameras are in daily use in CV Schools. Additional cameras may be added throughout the year.

### Doors locked during school day

All district buildings are locked during the school day and remain so until dismissal. Parents, visitors, and late students shall enter the building only through designated entrances. Students violating this policy, or assisting others to violate this policy, will be subject to disciplinary action. Other unauthorized persons may be prosecuted for trespassing.

### Visitor/parent registration required

All visitors/parents/salespersons are required to register at the office and to obtain a visitor's pass to be worn at all times while they are in the building. Failure to register may result in prosecution for trespassing.

### Emergency and weather-related announcements

Emergency information and weather-related announcements will be made using an automated phone/text/email system and posted on the CV district website, [www.ConestogaValley.org](http://www.ConestogaValley.org), as well as CV's [Facebook page](#). Information will also be shared with the following radio and television stations:

|                 |                |
|-----------------|----------------|
| WGAL-TV         | WJTL-FM (90.3) |
| WPMT-TV         | WDAC-FM (94.5) |
| WROZ-FM (101.3) | CBS-21         |
| WLAN-FM (96.9)  | ABC-27         |

## PARENTS, Should a School Emergency Occur...

- ☆ As difficult as it may be, please do not rush to the school. Emergency vehicles must have unrestricted access to and from the school. Your child's safety is of primary concern to staff and emergency workers.
- ☆ Please do not phone the school. This ties up phone lines and, even if you get through, the person answering may not have the authority to release information to the public.
- ☆ Please listen to the radio/TV and the automated phone message from your child's principal to hear status reports and to learn when you are permitted to come for your child.
- ☆ Please follow directions for parking when you come to the school. Randomly parked vehicles may hinder emergency procedures.
- ☆ Please follow directions from the staff and/or emergency personnel for entering the building or locating your child.

- ☆ Please be patient! We must account for your child before releasing him or her to you. No child will be released to anyone other than the parent unless there is present written permission signed by the parent or the person(s) named on the child's emergency card.

## Change in school day for weather conditions

Decisions to delay the opening of school, dismiss students early, or close for the day are made strictly on concerns for student safety. Accordingly, a decision may be made on a forecast of bad weather predicted for the morning. Initial decisions must be made by 6 a.m. in order to inform buses. In many cases, the first announcement may be for a delay. Continue to monitor school and local media outlets as later announcements may close school for the day.

**Special Conditions:** Sometimes special conditions (flooding, power failure, etc.) may force the closing of only one school or require an early dismissal. Discuss with your child plans to handle these special situations.

**Waiting for Bus:** Students are expected to wait 30 minutes for their bus.

**Canceling Activities:** Procedures set forth below will automatically go into effect with early dismissal or cancellation announcements. Exceptions will be announced.

- 1. Early dismissal due to weather conditions.**
  - a. No activity buses. School will officially close 30 minutes after the last bus (all students out of the building).
  - b. No practice, games, or after school or evening events (exception: sports playoffs).
- 2. No school due to weather conditions.**
  - a. Middle school: No practices/games/events or after school events.
  - b. Senior high: Decision will be made at noontime by athletic director and superintendent for that day's practice, games, or events.
    - i. If practice is held, attendance is voluntary. The coach/adviser must be present.
    - ii. Generally, no games or events will be played, except IU and PIAA Playoffs.

For the latest information, visit [www.ConestogaValley.org](http://www.ConestogaValley.org).

## CV's Buildings are Accessible to All

All our buildings are accessible to wheelchairs. If you have a disability that requires other accommodations, call the building principal to discuss how we can best address your needs.

# MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS)

Multi-Tiered Systems of Supports (MTSS) is a standards-aligned, comprehensive school improvement framework that helps educators partner with families and outside agencies to enhance academic, behavioral and social-emotional outcomes for all students while using data-based problem-solving. MTSS grew out of the integration of two other intervention-based frameworks: Response to Interventions (RTI) and positive behavior interventions and supports (PBIS).

While the district has a structure in place for RtII in math and language arts, the planning and implementation of a broader academic approach to include behavior is needed. To address this need, the district will develop and implement an MTSS structure K-12.

The three components of the Instructional Model (Positive School Climate, Flexible Environment, and Relevant and Rigorous Learning Experiences) will be embedded into CV's programs and practices.

- Positive School Climate: Positive Behavior Interventions & Supports, Social/Emotional-Based Learning, Inclusive Learning Environment, Student Centered Learning, Family and Community Engagement
- Flexible Learning Environment: Flexible Space, Blended Learning, Purposeful and Strategic Technology Integration, Voice and Choice
- Relevant & Rigorous Learning Experiences: Standards-Based Curriculum, Balanced Assessment, Personalized Learning, Inquiry-Based Learning

Conestoga Valley School district believes in equitable outcomes for all students. MTSS is a three-tiered system using a continuum of supports and services emphasizing on high-quality professional learning, cultural responsiveness, community and family engagement, and utilization of reliable and valid data sources reinforces a continuum of supports and services that exists at all Tiers.

## Tier 1: Universal/Foundation – All students

As the largest tier, and the foundation for the entire framework, Tier 1 encompasses the entire school with core instructions and basic interventions. This structure helps to build positive relationships between staff and students. It includes proactive classroom management strategies aimed at creating a supportive atmosphere. Students who do not respond to these interventions may move into Tier 2.

## Tier 2: Secondary – Small groups of students

Some students need a little extra assistance in meeting academic and behavioral goals, and it is in Tier 2 that these individuals receive that help. Often these interventions and supports are delivered in small group settings, such as reading groups, reteaching of behavioral matrix, and specific social-emotional lessons. This targeted support allows students to work toward catching up with their peers.

## Tier 3- Tertiary – Individual students

A subset of students has significant challenges that do not respond to the interventions and supports in Tier 1 or Tier 2. Tier 3 gives these students individualized supports and can include assistance from outside agencies.

## CharacterStrong: Trait of the Month

Beginning in 2021-22, the district introduced a new social-emotional learning tool, CharacterStrong, to enhance its existing focus on character and character traits. CharacterStrong is a curriculum and professional development organization with a goal to create a better world through education. The mission is to help schools more effectively teach strong character and social-emotional skills to their students.

| September  | October  | November  | December   |
|--|--|---|--|
| <p><b>Respect</b><br/>is seeing value in all people and things &amp; treating them with care.</p>  | <p><b>Responsibility</b><br/>is taking action and understanding the impact of our choices.</p> | <p><b>Gratitude</b><br/>is choosing to appreciate the people and things in our lives.</p> | <p><b>Empathy</b><br/>is understanding and connecting to other people's feelings.</p>                  |
| January  | February   | March   | April  |
| <p><b>Perseverance</b><br/>is pushing yourself to work through challenges and obstacles.</p>       | <p><b>Honesty</b><br/>is being truthful in what you say and do.</p>                            | <p><b>Cooperation</b><br/>is working together to reach shared goals.</p>                  | <p><b>Courage</b><br/>is choosing what is helpful, right and kind – even when it's hard and scary.</p> |
| May  |  |   |  |
| <p><b>Creativity</b><br/>is using your imagination to create something new or solve a problem.</p> |  |   |  |

## Positive Behavior Interventions and Supports (PBIS)

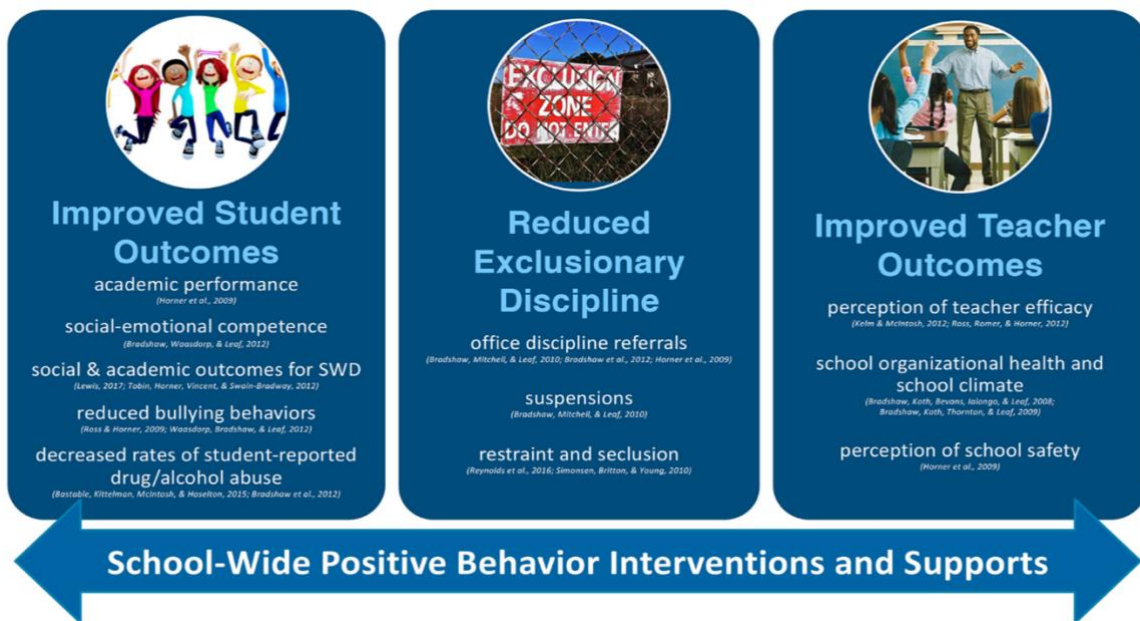
Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. PBIS is a component of Conestoga Valley School District's Multi-Tiered System of Support (MTSS) framework that integrates data and instruction to maximize student achievement and support students' social, emotional, and behavioral needs from a strength-based perspective.

### CVSD's PBIS CORE BELIEFS

Conestoga Valley learners have equitable access to a positive school climate where safety is fostered; a supportive academic, disciplinary, and physical environment is promoted; and respectful, trusting, and caring relationships are encouraged and maintained across the CV Community.

- Creating a culture of celebrating the assets of our community while leveraging community supports to address identified needs
- Develop K-12 systems to support all learners through collaborative partnerships between all stakeholders
- Develop evidence-based practices for teachers to enhance Tier 1 learning environments in all classrooms and settings
- Ensure district and school policies and procedures provide guidance for equitable, data-driven decision-making reflective of the diverse students and families in the CV Community.

*All in response to the post-pandemic needs of the CV Community.*



Source: [pbis.org](http://pbis.org)

# CONESTOGA VALLEY BOARD OF EDUCATION

Philip Benigno  
Dianna Capka  
Bradley Dillman

Mark Gensel  
Idette Groff  
Philip Hurst

Dr. Diane Martin  
Michael Talley  
Kathleen Trowbridge

## School Board Meetings: Policy for Public Participation

District residents, taxpayers, and parents may speak before the board following the procedures outlined below. Nonresidents will need to request, in advance, to be placed on the agenda.

Person(s) wishing to be on the agenda shall contact the superintendent's office one week prior to the board meeting and give the nature of the presentation and the name of each speaker.

There will be a period for public comment at the beginning of the meeting for items on the agenda and a period at the end of the meeting for items on or off the agenda.

**Media personnel:** The placement of microphones, lighting and technical equipment shall be approved by the board and be handled in such a manner that the meeting is not disrupted.

Electronic recording of meetings is permitted with advance notification.

## Guidelines for Addressing the Board

- ☆ Speakers must give full name before speaking.
- ☆ Each person may speak only once.
- ☆ Presenters will be given a maximum of five minutes (individual).
- ☆ No placards, signs, or banners are permitted in the board room.
- ☆ All comments shall be addressed to the presiding officer. Questions may not be directed to individual board or administrative personnel.
- ☆ The presiding officer reserves the right to interrupt, terminate or declare any person(s) out of order if they speak longer than the allotted time, stray from the stated topic, or become loud, obscene, abusive or slanderous.
- ☆ The board may set a maximum time for discussion.

The board reserves the right to delay response to comments until a later meeting. Any or all portions of this policy may be waived by a majority vote of the board.



# COMMUNITY USE OF FACILITIES

## I. Scheduling and fees

Outdoor recreation areas, including the all-weather track, may be used free by residents so long as their behavior and activities are appropriate and do not interfere with school programs. **Stadium and turf field usage must be approved by the athletic department.** Fees will be determined on an individual basis. Priority for use of baseball fields will be extended to those organizations having approval from the Board. Tennis courts are available when play does not conflict with school use.

Indoor facilities (classrooms, auditoriums, and gyms) are also available for community use. Fees will be determined on an individual basis. For additional details on rental policies or to reserve a date, contact the school building where space is needed. Any fees collected for the use of district athletic facilities will be designated to a special fund for their improvement.

All CVSD libraries offer research assistance and many excellent print and online resources. District library resources, including ebooks and databases, can also be accessed from home by visiting the library homepage, [Destiny.ConestogaValley.org](http://Destiny.ConestogaValley.org). Students who have a library card from the public library can access free databases at [www.lancasterlibraries.org](http://www.lancasterlibraries.org) by clicking on the POWER Library icon.

**Fundraising Activities:** Parent booster groups or PTOs should review any plans for fundraising activities with their building principal before implementing any projects from which proceeds are directly raised for or by our students. All groups must submit a [Fundraising Request Form](#), found under the “For Students – Clubs & Organizations” link on the CV High School website.

## II. Inappropriate Behavior

Any person whose conduct is considered to be inappropriate may be removed from the premises by police. Where appropriate, they shall be prosecuted and may be denied future access. Smoking, vaping, and e-cigarettes are prohibited for any individual in all school facilities and on all school grounds.

## III. Vehicles and Animals

Motor-driven and horse-drawn vehicles must be parked on designated macadam areas. Horses may not be ridden on school grounds, nor may vehicles or animals be raced on school property. Bicycles, wagons, and similar vehicles may be ridden on macadam areas when such areas are clear of traffic and are not being used for other scheduled activities. Recreational and other unlicensed motor vehicles are not permitted on grounds except in emergencies. School grounds may not be utilized for personal parking of cars, trucks, or other vehicles.

## IV. Driving/Parking on Grass – Prohibited

Drivers may be prosecuted for driving or parking on the grass unless directed to do so by parking lot attendants. All persons using outdoor facilities shall drive and park only on macadam areas.

## V. Observe All Yellow Lines and Fire Zones

Violation of any of the above may result in prosecution and/or loss of privilege to use facilities.

## VI. Access Road

Use of Pritchard Way, the road connecting CV High School and the entrance to the new middle school, is not permitted between the hours of 7:15-7:45 a.m. and 2:15-3 p.m. to allow for bus traffic. Parking on or along Pritchard Way is not permitted at any time.

# COMMUNITY ANNOUNCEMENTS & POSTING ON BULLETIN BOARDS

Conestoga Valley will post community announcements on its website under the “Community” tab. All announcements for community activities shall:

- ☆ Clearly identify the activity and sponsor.
- ☆ Be sponsored by a nonprofit organization rather than an individual.
- ☆ Relate to a group within the school.
- ☆ Not be a fundraising activity.
- ☆ Include the name of an adult contact person.
- ☆ Completely describe the activity including time, place, location, and cost.

## Conestoga Valley is an equal opportunities educational institution.

Conestoga Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. Conestoga Valley’s Title IX Coordinator is Adelina Matos.

For information regarding civil rights or grievance procedures, contact the Office of the Superintendent (717-397-2421) at the Administration Center at 2112 Horseshoe Road, Lancaster, 17601.

## Community Directory

### Community Offices

Township Offices:

|                                   |              |
|-----------------------------------|--------------|
| East Lampeter .....               | 717-393-1567 |
| Upper Leacock .....               | 717-656-9755 |
| West Earl .....                   | 717-859-3201 |
| Leola Community Pool & Park ..... | 717-656-9130 |

### Educational Support

|                               |                    |
|-------------------------------|--------------------|
| CV Education Foundation ..... | 717-397-5246 x4851 |
|-------------------------------|--------------------|

### Community Organizations

|   |  |
|---|--|
| Bareville, Leola, Leacock Lions Club        | 2nd & 4th Monday Nights, 6:15 p.m.           |
| Lafayette Lions Club                        | 1st & 3rd Wednesdays, 6:30 p.m.              |
| Paradise Rotary                             | Thursdays, 12:15 p.m.                        |
| Upper Leacock Twp. War Memorial Association | 3rd Wednesday of each month, 7:30 p.m.       |
| West Earl Lions Club                        | 1st & 3rd Thursdays of each month, 7:00 p.m. |
| Young At Heart Seniors                      | 2nd Tuesday of each month, 11:45 a.m.        |

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# Rules and Regulations

## EXPLANATIONS OF TERMS

**Alternative Education:** Alternative education students (placed for disciplinary reasons) may not participate in or attend any school sponsored event on CV school grounds. Administration should refer to Appendix A: Discipline Decision-Making guide when assigning action code #44: Suspension from School Athletics.

**Bodily Injury:** Impairment of physical condition or inflicting substantial pain.

**Counseling/Therapy:** Referral for counseling does not make the child immune to disciplinary action by the school.

**Hearings:** See article on page 13.

**Internet Use:** Behavior on the Internet is monitored at school and governed by board policy which can be accessed on the CV web site at [www.ConestogaValley.org](http://www.ConestogaValley.org) or by calling the district office at 717-397-2421.

**Physical Injury:** Resulting in physical damage/change to the body (ex: bruise, scrape, abrasion) that does not result in impairment of physical condition or inflict substantial pain.

**Removal from the Scene:** When it is in the interest of the student and/or the school, a student may be removed from a disruptive situation. Parents may be contacted to come for their child until a full investigation of the matter may be completed.

**Violations Occurring Outside School:** The district has no responsibility to take disciplinary action against a student for infractions committed outside school unless that action presents a threat to the health/safety of the student body or if there is a direct nexus that causes a substantial disruption to the educational process. In these cases, appropriate action within school policy shall be taken. Students who commit violations outside the school may be subject to the district's extracurricular/social code (pages 59-63).

## ADDITIONAL REGULATIONS

**Driving Privileges:** The operation and parking of vehicles on school district property is regulated by the Pennsylvania Vehicle Code and policies of the school board. In addition to disciplinary action under the Student Code of Conduct and School Board Policy, violators of regulations pertaining to the operation and parking of vehicles may be subject to prosecution.

## RIGHT TO AN EQUAL EDUCATION

### Process to File a Complaint Regarding School District Action

It is the policy of Conestoga Valley to provide an equal educational opportunity for all students through the programs offered in our schools. This opportunity is offered regardless of race, color, creed, religion, sex, age, ancestry, national origin, or disability.

The administration recognizes that students have the right to request redress of complaints when this policy is thought to be violated. Accordingly, individuals and groups who feel that their access to an equal educational program has been violated may use the grievance process to address their concern. Parties are encouraged to discuss their differences before deciding that an official grievance is the appropriate procedure.

A grievance is a written complaint arising out of any actions on the part of the district and/or its employees which directly affects the student's participation in an approved educational program.

The grievance should be filed with the building administration within 90 days of the alleged violation. The administration will appoint a hearing officer within five (5) workdays. The hearing officer has 10 workdays to complete the investigation and file a report.

There shall be no reprisals against any students or their representatives because of participation in a grievance process. Under no circumstances will the procedure constitute a reflection on the student's record.

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# Code of Student Conduct

It is the responsibility of both parents and students to be thoroughly familiar with the information in the Code of Student Conduct.

## Code is Board Policy

The Student Handbook is annually approved as referenced in Board Policy 218 – Student Discipline. The Code of Student Conduct applies to all students and has been developed so that students and their parents are aware of expectations for student behavior. The Code is divided into Classroom-Managed Behaviors (Minors), Non-PIMS Reportable/Office-Managed Behaviors (Majors), and Safe Schools/PIMS Reportable Behaviors. The Code also provides Operational Definitions for all Minors, Majors, and Actions/Consequences/Interventions. Appendix A provides staff and administration with guidance on the equitable application disciplinary action. Required actions are designated for communication, reporting/documentation, and safety purposes. Supplemental actions provide staff and administration with an array of actions that may be used at their discretion based on the context of the behavior. The Code is based on Pennsylvania’s Regulations and Guidelines for Student Rights and Responsibilities.

## Building Level Regulations

The revised Code of Student Conduct applies to all buildings throughout the district. The revision process included input from various stakeholders. The common language and disciplinary guidance aims to:

- ★ Establish clearly articulated policy and procedures that guide teachers and administrators with decision making so that all students have access to fair and equitable discipline.
- ★ Put forth a set of district-wide policies and procedures that describe and emphasize proactive, instructive, and/or restorative approaches to school discipline.
- ★ Improve data collection procedures for improved access to data for decision-making.
- ★ Utilize the student information system for all discipline documentation, reporting and data exporting for decision making.

## Reporting Responsibility

It is the responsibility of all adults and students to report any violation of school rules or any illegal activity to the building administration.

## Hearings/Due Process

In all cases of discipline, communication with the home is essential. Furthermore, certain disciplinary situations entitle students to a due process hearing—either informal or formal.

Informal hearings are offered to students and their parents for suspensions that may extend beyond three (3) days. Informal hearings are opportunities to meet with administration and review the circumstances of behavioral incidents. Parents may waive an informal hearing but are encouraged to participate.

Formal hearings are held before the school board or a committee of the school board and are typically used for cases of expulsion. Parents are notified in writing of the time, place, and purpose of the hearing. They have the right to counsel and/or witnesses if they choose. Unless requested by the parents/student to be public, hearings are private. Expulsion proceedings may also take place before the superintendent using what is known as an expulsion waiver. The school board must approve any agreements reached through the expulsion waiver process.

## Search and Seizure

Students' possessions and personal/school property can be searched by school officials using the standard of reasonable suspicion. Lockers, desks, and school-issued laptop computers are public school property; therefore, students shall not expect privacy regarding anything stored or placed in these items.

1. Lockers/desks may be locked only with locks provided by the school.
2. School administration may inspect a student's locker/desk at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools. Blanket locker and desk searches are also permitted for reasonable suspicion.
3. Students' cell phones and personal electronic devices are subject to search using the standard of reasonable suspicion.
4. Personal items (purses, wallets, pocketbooks, backpacks, etc.) are subject to search using the standard of reasonable suspicion and may not be searched without reasonable suspicion. Students may, however, be instructed to empty their pockets/shoes and any other area on their person where items can be concealed.
5. Automobiles parked on school property are subject to search using the standard of reasonable suspicion. Students may be asked to open their car, glove box, trunk, etc.
6. Any illegal materials, items, and/or anything that could be used to disrupt or cause harm to others may be seized during the search and may be used as evidence in determining disciplinary and/or legal action.
7. Failure to cooperate with a request to search personal property could result in disciplinary action.
8. Searches may also be conducted by police and police-trained dogs. Dogs are trained to identify illegal drugs, not tobacco. If a student's locker is identified by a drug detector dog during the search, the student will be notified. Depending what is found in the locker, the student will receive consequences if in violation of the Code of Student Conduct. Appropriate search and seizure procedures will be initiated if reasonable suspicion is established following a search utilizing drug detector dog(s). Depending on what is seized during the search, the student can be subject to consequences if in violation of the Code of Student Conduct and/or face legal action.

The administration reserves the right to handle individual cases at its discretion within the parameters of these policies.

## How to read the Code of Student Conduct:

1. All behavior errors have been classified into three categories:
  - a. Classroom-Managed Behaviors (Minors) – coded 100.0 through 115.0
  - b. Non-PIMS Reportable/Office-Managed Behaviors (Majors) – coded 200.00 through 219.0
  - c. Safe Schools/PIMS Reportable Behaviors – Coded 1 through 54
2. All actions are classified into three categories:
  - a. Classroom-Managed Actions, Consequences, and Interventions – available to teachers
  - b. Both Classroom and Office-Managed Actions, Consequences, and Interventions- available to teachers and administrators
  - c. Office-Managed Actions, Consequences, and Interventions – available to administrators
3. All behavior errors have been operationally defined for grades K-12:
  - a. Minors (classroom-managed)
  - b. Majors (office-managed)
  - c. PIMS Reportable
4. Appendix A: Discipline Decision-Making Guide has been developed to provide staff and administrators with guidance on the application of discipline. It is organized by the type of behavior (classroom-managed, office-managed, or PIMS reportable). Within each section there is guidance on which actions are required and supplemental.
  - a. Required – actions which are related to communication, reporting/documentation, and safety.
  - b. Supplemental – an array of actions that may be used with discretion based on the context of the behavior(s).

# K-12 ACTIONS, CONSEQUENCES, AND INTERVENTIONS

## Classroom-Managed Actions, Consequences, and Interventions

|   |  |   |   |    |                                   |
|---|--|---|---|----|-----------------------------------|
| 1 | Planned Ignoring                             | 5 | Praise Approximations                           | 9  | Change Seating                    |
| 2 | Physical Proximity                           | 6 | Re-Teach (ex: individual, whole or small-group) | 10 | Change Schedule (Classroom-based) |
| 3 | Signal/Non-Verbal Cue                        | 7 | Provide Choices                                 | 11 | Peer Mediation                    |
| 4 | Praise the Appropriate Behavior of/in Others | 8 | Restorative Circle                              |    |                                   |

1. Planned Ignoring - To purposefully ignore (refrain from giving attention, but monitor for safety) student behavior errors when their motivation is attention seeking and task avoidance, and to continue instruction without stopping.
2. Physical Proximity - Using teacher nearness to communicate teacher awareness, caring, and concern.
3. Signal or Non-Verbal Cue - Teacher gestures to prompt the desired behavior, response, or adherence to a classroom procedure and routine.
4. Praise the Appropriate Behavior of/in Others - Use behavior-specific praise with a different student or group to remind all students of the expected rule/expectation. Example: pivoting attention to group of students/individual student who is demonstrating the appropriate behavior i.e., in seat, following directions, work completion.
5. Praise Approximations - Reinforcing one behavior and not another. For example, praise the positive behavior while ignoring the student's inappropriate behavior.
6. Re-Teach (ex: individual, whole or small-group) – State and demonstrate the behaviors captured in the behavior matrix. Have the student demonstrate. Provide immediate feedback.
7. Provide Choices - Give appropriate alternative choices to lead to the same target outcome. Examples: accomplish the task in another location, change the order of task completion, use alternate supplies to complete the task, or offer a different type of activity that accomplishes the same instructional objective.
8. Restorative Circle - Process or content circles used to prevent or discuss situations impacting learning and/or relationships.
9. Change Seating - Having a student change seats with another student, with an empty desk in the room, or another spot in the room to limit distractions, provide a break from another student, or a change or routine.
10. Change Schedule (Classroom-based) - Alteration to classroom schedule or timing of instruction to meet learner needs.
11. Peer Mediation - A process where identified and trained students act as neutral mediators to assist peer students in resolving social conflicts

## Both Classroom and Office-Managed Actions, Consequences, and Interventions

|    |  |    |  |    |  |
|----|--|----|--|----|--|
| 12 | Redirect/ Restate Desired Behavior (Expectation) | 19 | Parent/Guardian Conference                 | 26 | Behavior Improvement Plan (BIP)              |
| 13 | Specific Error Correction                        | 20 | Think-it-Through Sheet/ Written Reflection | 27 | Referral to MTSS Team or Advanced Tier Team  |
| 14 | Verbal De-Escalation                             | 21 | Detention (AM or PM)                       | 28 | Referral to Student Assistance Program (SAP) |
| 15 | Restorative Conference/Questions with Student    | 22 | Detention (Lunch)                          | 29 | Referral to Students IEP/504 Team            |
| 16 | Individualized Reinforcement System              | 23 | Behavior Contract                          | 30 | Restitution                                  |
| 17 | Structured Break                                 | 24 | Loss of Privilege                          |    |  |
| 18 | Parent/Guardian Contact                          | 25 | Confiscation of Item                       |    |  |

12. Redirect/ Restate Desired Behavior (Expectation) - Restate the desired behavior as articulated on the school-wide or classroom behavior matrix.
13. Specific Error Correction - an informative statement provided by a teacher, administrator or other adult following the occurrence of undesired behavior. It is contingent (occurs immediately after the undesired behavior); specific (tells the learner exactly what they are doing incorrectly and what they should do differently in the future); and brief (after redirecting back to appropriate behavior, move on)
14. Verbal De-Escalation - Verbal strategies to build rapid rapport and a sense of connectedness with an agitated person in order to reduce the likelihood of continued escalation.
- ☆ Be empathic and nonjudgmental
  - ☆ Respect personal space
  - ☆ Use non-threatening nonverbal
  - ☆ Avoid overreacting
  - ☆ Focus on feelings
  - ☆ Ignoring challenging questions
  - ☆ Set limits
  - ☆ Choose wisely what you insist upon
  - ☆ Allow silence for reflection
  - ☆ Allow time for decisions
15. Restorative Conference/Questions with Student - A meeting between the student and classroom teacher, building administrator, or other designee to discuss and find solutions regarding the student's behavior errors by asking the five restorative questions.
- ☆ What happened?
  - ☆ What were you thinking of at the time?
  - ☆ What have you thought about since?
  - ☆ Who has been affected by what you have done? In what way?
  - ☆ What do you think you need to do to make things right?



16. Individualized Reinforcement System - System in which a student is acknowledged and earns rewards for appropriate behaviors; less formal than a Behavior Improvement Plan (BIP). Examples include: incentivizing showing up for detention.
17. Structured Break - Time away from the assigned task, with a given purpose, meant to reduce tension or provide fresh perspective/energy to complete the process.
18. Parent/Guardian Contact - School district staff contacts the student's parent/guardian via phone, email, text, or other communication systems to inform the parent/guardian of the behavior error and the associated intervention/consequence(s). Communication with the parent/guardian implies that the initiator receives a reply to the communication or some assurance that the receiving party knows the information. The communicator documents the nature/details of the conversation in PowerSchool.
19. Parent/Guardian Conference - A meeting between the student's parent(s)/guardian(s) and teacher and/or administrator to discuss and find solutions regarding the student's behavior errors. The meeting may take place in-person or via remote connection. The conference is documented in PowerSchool. Considerations should be given to include additional personnel from student services.
20. Think-it-Through Sheet/Written Reflection - Students use a guided form to help them reflect on why they were engaging in a behavior error and how their behavior affected others.
21. Detention (AM or PM) - Teacher/administrator assignment of a learner to an alternate learning environment with the provision of appropriate materials to continue learning in some fashion either independently or with guidance from an adult. Prosocial skill learning may be provided to enhance the outcomes. Detention could occur before or after school hours. School detentions at the secondary level will be held from 3 p.m. until 4 p.m. on Tuesdays and Thursdays only.
22. Detention (Lunch) - Teacher/administrator assignment of a learner to an alternate learning environment during regularly scheduled lunchtime with the provision of appropriate materials to continue learning in some fashion either independently or with guidance from an adult. Prosocial skill learning may be provided to enhance the outcomes.
23. Behavior Contract - An agreement between parties (student and school personnel) on the expected student behavior and school-provided learning environment for a specific learner. A behavior contract may serve as a supportive but less formally articulated agreement on behavior and learning conditions than a Behavior Improvement Plan (BIP).
24. Loss of Privilege - Withholding or removing access to classroom-based (teacher) or school-based (admin) activity. Classroom-based examples include but are not limited to loss of recess. School-based examples include but are not limited to recess, attending/participating in extracurricular school activities, school-provided transportation, etc.
25. Confiscation of Item - When a teacher takes away an item (related to a behavior error) from a student for the purposes of disrupting or mitigating a behavior error or classroom disruption. When an administrator, SRO, or their designee takes away an item from a student for security or legal reasons.
26. Behavior Improvement Plan (BIP) - a team-based process that requires observation and data collection. The process results in the development of a plan that reduces challenging behavior, while also promoting prosocial replacement behaviors through formal teaching.
27. Referral to MTSS Team or Advanced Tier Team - An advanced tier team supports students not succeeding in Tier 1. Includes case consultation, review of data and multi-tiered intervention planning (Academic and Behavioral).
28. Referral to Student Assistance Program (SAP) - A systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying alcohol, tobacco, other drugs, and mental health issues that pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.
29. Referral to Students IEP/504 Team - Referral for the following purposes:
  - a. manifestation determination(s)
  - b. liaison for specific discipline actions
  - c. general communication
  - d. revision(s) to the IEP, PBSP, or 504 plan

30. Restitution - Actions and amends that provide non-monetary compensation and healing to the victim via the student who caused harm. The intended outcome is to help the student who caused harm understand the impact of their actions, reclaim self-esteem through personal effort and decrease likelihood of repeat behavior. Examples include but are not limited to: work that would repair or restore environments they have damaged. This includes cleaning up graffiti or repairing acts of vandalism. The actions of restitution should always be logical, related to the behavior infraction, and on student terms

### Office-Managed Actions, Consequences, and Interventions

|    |  |    |  |    |  |
|----|--|----|--|----|--|
| 31 | Change of Attire   | 38 | Out-of-School Suspension (OSS)                 | 45 | Suspension from District-Provided Transportation                           |
| 32 | Change Schedule / Alternative Programming (School-based) | 39 | Crisis Prevention Intervention (CPI) Restraint | 46 | Expulsion (< 1 Cal year)   |
| 33 | Mediation  | 40 | Suicide Assessment                             | 47 | Expulsion (1 Cal year)   |
| 34 | Parent/Guardian Involvement or Supervision               | 41 | Care Team Screening                            | 48 | Expulsion (> 1 Cal year)   |
| 35 | Home Visit   | 42 | Threat Assessment                              | 49 | Home Study Instruction/ Cyber  |
| 36 | Community Service  | 43 | Referral to Law Enforcement                    | 50 | Spec. Ed. student moved to an interim Alt. Ed. by school personnel         |
| 37 | In-School Suspension (ISS) Instructive                   | 44 | Suspension from School Athletics               | 51 | Spec. Ed. student moved to an interim Alt. Ed. Due Process Hearing Officer |

31. Change of Attire - To replace or change clothing in response to dress code violation.
32. Change Schedule/Alternative Programming (School-based) - Alteration to assigned learning environment(s), classroom, or timing of instruction to meet learner needs. Example: after three incidents of plagiarism while enrolled in CVVA, consider alternative programming.
33. Mediation - Facilitated or directed conversation between two parties used to identify mutually agreeable solutions. During mediation, consider using the following five restorative questions to help those harmed by others actions:
- ☆ What did you think when you realized what had happened?
  - ☆ What impact has this incident had on you and others?
  - ☆ What has been the hardest thing for you?
  - ☆ What do you think needs to happen to make things right?
34. Parent/Guardian Involvement or Supervision - A student's parent/guardian may accompany the student in order to provide supervision or prompt the student to follow a specific behavior support.
35. Home Visit - A meeting between a student's parent(s)/guardian(s) and school staff (administrator, social worker, SPO, etc.) held at the family's home, or other outside the school building location, for two-way communication with the student's family regarding a variety of issues.
36. Community Service - Unpaid work performed by a person or group of people for the benefit and betterment of their community without any form of compensation.

37. In-School Suspension (ISS) Instructive - A consequence that keeps students in school and doing work but removes them from their normal schedule. Typically, students are relocated to a room designated for ISS.
38. Out-of-School Suspension (OSS) - A temporary, complete exclusion from school and activities. In other words, a student is banned from being on school property. A student may be suspended by administration for three (3) days without a hearing or up to ten (10) days with an opportunity for an informal hearing. Students shall make up work missed during the suspension
39. Crisis Prevention Intervention (CPI) Restraint - used only as a last resort in behavioral emergencies (when an individual is a danger to self or others) to protect and maintain safety for the individual in distress and others who could be affected. Any use of physical restraints should be all-encompassing and part of a strong de-escalation plan. Physical restraints are aligned with school, district, state, and federal regulations and reporting.
40. Suicide Assessment – Suicide risk screening and/or assessment is a skill that requires training, and established methods for follow-up should be outlined in a school entity’s policies and protocols. This process may be undertaken by school entity personnel who are suitably qualified to do so (e.g., school counselor, school psychologist), or it may be undertaken by a contracted external provider (e.g., community-based mental health service provider).
41. Care Team Screening - Initial screening of student behavior that indicates a potential threat to the safety of the student, other students, school employees, school facilities, the community or others.
42. Threat Assessment - The formal assessment of student behavior that has been deemed a threat through the screening process.
43. Referral to Law Enforcement - Providing information to law enforcement about a threat made by a student or an alleged crime committed by a student.
44. Suspension from School Athletics - Exclusion from participating in school athletics. Length of suspension will vary depending on infraction.
45. Suspension from District Provided Transportation - Eligibility or privilege of student to ride district provided transportation is suspended. Length of time suspended will vary depending on infraction.
46. Expulsion (less than one calendar year) - Students are afforded the opportunity for a formal expulsion hearing. Students may be completely removed or banned from school, school grounds, and associated school activities for the period of time equal to less than one calendar year after which the hearing has occurred.
47. Expulsion (one calendar year) - Students are afforded the opportunity for a formal expulsion hearing. Students may be completely removed or banned from school, school grounds, and associated school activities for the period of time equal to one calendar year after which the hearing has occurred.
48. Expulsion (more than one calendar year) - Students are afforded the opportunity for a formal expulsion hearing. Students may be completely removed or banned from school, school grounds, and associated school activities for the period of time equal to more than one calendar year after which the hearing has occurred.
49. Home Study Instruction/ Cyber - A form of instruction conducted in compliance with the law by the parent/guardian or person having legal custody of a child and precipitated by the need to remove or ban the student from school, school grounds, and associated school activities.
50. Special Education Student Removed to an Interim Alternative Educational setting by School Personnel
51. Special Education Student Removed to an Interim Alternative Educational setting by Due Process Hearing Officer

## **K-12 LEVELED BEHAVIORS – MINORS (CLASSROOM-MANAGED), AND MAJORS (OFFICE-MANAGED)**

| <b>Classroom-Managed Behaviors (Minors)</b> |                              |       |  |
|---|------------------------------|-------|--|
| 100.0                                       | Academic Dishonesty - Minor  | 108.0 | Misrepresentation                            |
| 101.0                                       | Dress Code Violation - Minor | 109.0 | Misuse of Electronic Device/ Network - Minor |

|       |                                 |       |  |
|-------|---------------------------------|-------|--|
| 102.0 | Failure to Follow Directives    | 110.0 | Not Attend Teacher Detention           |
| 103.0 | Food or Drink Violation - Minor | 111.0 | Pestering, Teasing, Peer/Peer Conflict |
| 104.0 | Hall Pass Violation             | 112.0 | Profanity - Minor                      |
| 105.0 | Horseplay                       | 113.0 | Property Damage - Minor                |
| 106.0 | Late to Class                   | 114.0 | Public Display of Affection (PDA)      |
| 107.0 | Leaving Assigned Area           | 115.0 | Verbal/Noise Disruption                |

Classroom-managed Behavior(s) are student behavior errors that:

- ☆ impede orderly classroom procedures or interfere with the orderly operation of the school.
- ☆ may occur in the classroom, hallway, or other parts of the building or learning environment.
- ☆ can usually be handled by an individual staff person (teacher) but may sometimes require other school personnel.
- ☆ do not result in physical injury

Classroom-managed minor behaviors may be documented for the purposes of monitoring student behavior and working to identify patterns. When a repeated pattern [*four or more of the same behavior within four (4) consecutive weeks*] of minor behavior errors is identified, they may require administrative or other personnel intervention because classroom-managed interventions and consequence strategies failed to correct the behavior error. The classroom teacher may choose to escalate the behavior as an office-managed behavior through the submission of an office discipline referral (ODR). The office administrator will review the appropriateness of the referral to verify whether 1.) a variety of interventions have been applied and 2.) the timeframe for which the behaviors have occurred. If the two conditions are met the administrator may accept the ODR and respond accordingly.

| <b>Non-PIMS Reportable / Office-Managed Behaviors (Majors)</b> |   |       |  |
|--|---|-------|--|
| 200.0  | Academic Dishonesty – Major                                       | 210.0 | Leaving Building Grounds Without Permission  |
| 201.0  | Cutting Class   | 211.0 | Misuse of Electronic Device/ Network - Major |
| 202.0  | Dress Code Violation – Major                                      | 212.0 | Not Attend Administrator Detention           |
| 203.0  | Extortion   | 213.0 | Possession of Inappropriate Items            |
| 204.0  | Fire Alarm/Equipment Abuse  | 214.0 | Profanity - Major                            |
| 205.0  | Food or Drink Violation - Major                                   | 215.0 | Property Damage - Major                      |
| 206.0  | Forgery (Non-Academic)  | 216.0 | Trespassing                                  |
| 207.0  | Hazing  | 217.0 | Unprotected Expression                       |
| 208.0  | Inappropriate Behavior Resulting in Unintentional Physical Injury | 218.0 | Verbal Altercation                           |
| 209.0  | Inappropriate Touching  | 219.0 | Willful and/or Wanton Misconduct             |

Office-managed Behavior(s) are student behavior errors that:

- ☆ disrupt the learning environment due to frequency and/or seriousness.
- ☆ directed against persons or property or a single serious event.
- ☆ may result in physical injury.
- ☆ always require the involvement of school personnel outside of the classroom.

All major behavior errors are referred to an administrator through an office discipline referral (ODR). **\*If a major Non-PIMS Reportable / Office-managed Behavior receives a PIMS reportable action (ex: ISS, OSS or Expulsion) then it will become PIMS reportable\***

| Safe Schools / PIMS Reportable Behaviors |   |    |   |    |   |
|--|---|----|---|----|---|
| 1  | Simple Assault on Student                       | 17 | Fighting                                      | 33 | Criminal Trespass   |
| 2  | Aggravated Assault on Student                   | 18 | Minor Altercation                             | 34 | Rioting   |
| 3  | Simple Assault on Staff                         | 19 | Stalking                                      | 35 | Bomb Threats  |
| 4  | Aggravated Assault on Staff                     | 20 | Kidnapping/Interference with Custody of Child | 36 | Terroristic Threats (excl. bomb threats)                          |
| 5  | Rape  | 21 | Unlawful Restraint                            | 37 | Failure of Disorderly Person to Disperse upon Official Order      |
| 6  | Involuntary Sexual Deviate Intercourse          | 22 | Threatening School Official/Student           | 38 | Disorderly Conduct  |
| 7  | Statutory Sexual Assault                        | 23 | Recklessly Endangering Another Person         | 47 | Possession, Use, or Under the influence of a Controlled Substance |
| 8  | Sexual Assault                                  | 24 | Robbery                                       | 48 | Sale/Distribution of a Controlled Substance                       |
| 9  | Aggravated Indecent Assault                     | 25 | Theft and Related Offenses                    | 49 | Sale, Possession, Use, or Under the Influence of Alcohol          |
| 10                                       | Indecent Assault                                | 26 | Crimes Related to Criminal Homicide           | 50 | Possession, Use, or Sale of Tobacco                               |
| 11                                       | Indecent Exposure                               | 27 | Bullying                                      | 51 | Cyber Harassment of a Child                                       |
| 12                                       | Open Lewdness                                   | 28 | Suicide - Attempted                           | 52 | Institutional Sexual Assault                                      |
| 13                                       | Obscene & other sexual materials & performances | 29 | Suicide - Committed                           | 53 | Possession, Use, or Sale of Vaping Materials                      |
| 14                                       | Sexual Harassment                               | 30 | Burglary                                      | 54 | Possession of Weapon  |
| 15                                       | Racial/Ethnic Intimidation                      | 31 | Arson and Related Offenses                    |    |   |
| 16                                       | All Other Forms of Harassment/Intimidation      | 32 | Institutional Vandalism                       |    |   |

Safe Schools / PIMS Reportable Behaviors are student behavior errors that:

- ★ are managed by the office
- ★ reported to the state
- ★ may involve law enforcement

All Safe Schools / PIMS Reportable Behaviors are documented by an administrator through incident management.

## K-12 OPERATIONAL DEFINITIONS – MINORS (CLASSROOM-MANAGED), MAJORS (OFFICE-MANAGED), AND PIMS REPORTABLE

### Classroom-Managed Behaviors (Minors) Definitions

**100.0 - Academic Dishonesty - Minor:** A student's intentional act of misrepresenting their academic work.

Examples of academic dishonesty (minor) include:

- Cheating - Using or attempting to use unauthorized assistance, information or study aids in any academic work
  - Copying answers from or looking at another student's work

- Accessing or possessing any material NOT expressly permitted during an exam, such as cheat sheets, notes, books, etc.
- Using digital media such as smartphones, digital cameras, tablets, data storage devices, computers, internet, apps or other electronic devices unless expressly permitted by the teacher
- Fabrication - Submitting false or altered information in any academic work
  - Changing answers after an exam has been returned
  - Falsifying/omitting data and/or sources, otherwise violating the ethical principles of research
- Facilitating Academic Dishonesty - Knowingly helping or attempting to help another student violate any provision of this policy
  - Allowing another student to copy one's work
- Plagiarism - Representing the words, research findings or ideas of another person as your own
  - Copying published work without citation

**101.0 - Dress Code Violation - Minor:** Student engages in the one or more of the following dress code conditions (as outlined in School Board Policy #221.1):

- Presents a hazard to the health or safety of the student himself/herself or to others in the school.
- Materially interferes with schoolwork, creates disorder, or disrupts the educational program.
- Causes excessive wear or damage to school property.
- Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
  - Examples may include:
    - Head coverings (including hats and hoods) - NOT worn for religious, medical, or safety purposes and/or approved in advance by administration.
    - Sunglasses, jewelry and/or accessories

**102.0 - Failure to Follow Directives:** Student refuses to comply with directives or procedures. Examples include but are NOT limited to:

- "You cannot tell me what to do."
- Taking an item from another without permission.

**103.0 - Food or Drink Violation - Minor:** Food/drink out in the classroom without permission.

**104.0 - Hall Pass Violation:** Possession of hall pass without reporting to designated destination.

**105.0 - Horseplay:** Rough or boisterous play without malicious intent that does NOT result in physical injury.

Examples include but are NOT limited to:

- throwing items
- chasing another student in the classroom or non-classroom areas

**106.0 - Late to Class:** A student is considered late if they arrive within the first five minutes of class. If more than five (5) minutes following missing student procedure.

**107.0 - Leaving Assigned Area:** Knowingly leaving a specified area/location without the permission of an adult.

**108.0 - Misrepresentation:** Delivering false information or messages that are misleading. Examples include but are NOT limited to:

- Spreading rumors
- Gossiping
- Lying

**109.0 - Misuse of Electronic Device/Network - Minor:** Personal or school-issued/provided electronic devices used without permission or at an inappropriate time(s) that do NOT meet criteria for "major" disciplinary action. Examples include but are NOT limited to: texting, phone calls, browsing the internet, capturing video or photos that are appropriate in nature but at an inappropriate time(s), etc.

**110.0 - Not Attend Teacher Detention:** Not showing up or being present for detention as assigned by the teacher (AM, PM or Lunch)

**111.0 - Pestering, Teasing, Peer/Peer Conflict:** Verbal, electronic, or physical contact or communication with another student made for non-educational purposes that is disruptive to the educational process, environment and/or purposeful order of a classroom/school (does NOT result in injury and/or does NOT meet criteria for bullying/cyber-bullying). Examples include but are NOT limited to:

- name calling (NOT including profanity, racial ethnic intimidation and/or all other forms of harassment)
- persistent messaging that is a nuisance (NOT classified as all other forms of harassment)
- unauthorized possession of insects, animals or pets with the intent to cause a disruption
- kicking, pushing/shoving, slapping, etc.

**112.0 - Profanity - Minor:** Gestures, cursing, or verbal insults, that may be directed or may NOT be directed toward a particular person or group - managed by the classroom teacher. However, does NOT include the use of profanity for the purposes of threatening or intimidation. See PIMS Code 15 - Racial/Ethnic Intimidation OR 22 - Threatening School Staff/Student

**113.0 - Property Damage - Minor:** Defacing property belonging to a student, teacher/staff, or the school, without the need for replacement or repair. Examples include but are NOT limited to: writing on school property but can be cleaned, tearing a paper off the wall but can be re-adhered, making a mess of an area which requires clean-up, etc.

**114.0 - Public Display of Affection (PDA):** Acts of physical intimacy in the view of others. Examples include, but are NOT limited to, consensual acts of intimate touching, fondling, cuddling, and kissing.

**115.0 - Verbal/Noise Disruption:** Student engages in low intensity, repeated patterns of disruptive verbal behavior. Examples include but are NOT limited to: calling out, persistent noises, jokes, yelling over an adult. Does NOT include profanity

## **Non-PIMS Reportable / Office-Managed Behaviors (Majors) Definitions**

**200.0 - Academic Dishonesty - Major:** A student's intentional act of misrepresenting their academic work. Examples of academic dishonesty (major) include:

- Cheating - Using or attempting to use unauthorized assistance, information or study aids in any academic exercise
  - Continuing to write after a timed exam has ended
  - Taking the exam from the room and later claiming the teacher lost it
  - Fraudulent possession of a test prior to exam date, or possession of a similar test (e.g. from a different section of a class) that has NOT been distributed back to students
  - Submission of the same term paper or other work to more than one teacher where no prior approval has been given
  - Submission of purchased term papers or projects done by others
- Fabrication - Submitting false or altered information in any academic exercise
  - Changing answers after an exam has been returned
  - Falsifying/omitting data and/or sources, otherwise violating the ethical principles of research
- Facilitating Academic Dishonesty - Knowingly helping or attempting to help another to violate any provision of this policy
  - Having another person take an exam or complete an assignment
  - Taking an exam or completing an assignment for another student
- Plagiarism - Representing the words, research findings or ideas of another person as your own
  - Copying word for word without proper attribution.
  - Paraphrasing without proper attribution.
  - Using phrases from another source embedded into original material without proper attribution
- Misrepresentation of Academic Records - Misrepresenting, tampering with or attempting to tamper with any school document
  - Creating or altering a transcript, diploma, verification of enrollment or any other document
  - Forgery, alteration or misuse of official district documents
- Unfair advantage - Attempting to gain an unauthorized advantage over fellow students in academic work
  - Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.



- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam
- Intentionally obstructing or interfering with another student's work

**201.0 - Cutting Class:** When a student has entered the building and accumulates more than five minutes of unexcused absence from an assigned class/regularly scheduled activity, including lunch, study hall or meeting with student services. Class cutting also includes leaving the classroom without permission or without returning to class.

**202.0 - Dress Code Violation - Major:** Student engages in the one or more of the following dress code conditions that requires the involvement of school personnel outside of the classroom (as outlined in School Board Policy #221.1):

- Presents a hazard to the health or safety of the student himself/herself or to others in the school.
- Materially interferes with schoolwork, create disorder, or disrupt the educational program.
- Causes excessive wear or damage to school property.
- Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
  - Examples may include:
    - present as a significant disruption to the educational environment, vulgar language/profanity, messages that reference drugs, alcohol, weapons, violence, oppression toward a certain group, etc.
    - exposed midriffs
    - exposed cleavage
    - straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops
    - tops that expose the back or parts of undergarments, including racerback tops or similar articles
    - clothing that reveals undergarments due to the transparency, length, or lack of coverage
    - pants worn below the waistline exposing undergarments or skin around the midsection
    - pajamas or sleepwear, unless worn during designated days
    - barefoot or stocking feet
    - clothing containing holes, cuts, tears and/or rips that expose undergarments or skin

**203.0 - Extortion:** Obtain money, property or services from another student and/or school community member by expressed or implied force

**204.0 - Fire Alarm/Equipment Abuse:** Giving aid and abet anyone in giving:

- ☆ a false alarm of fire
- ☆ break the glass key protector - except in case of fire
- ☆ pull the slide, arm, or lever of any station or signal box of any fire-alarm system - except in case of fire
- ☆ willfully misuse or damage a portable fire extinguisher
- ☆ willfully interfere with, damage, deface, molest, or injure any part or portion of any fire-alarm, fire-detection, smoke-detection or fire-extinguishing system.

**205.0 - Food or Drink Violation - Major:** Food/drink out in non-classroom locations without permission. Examples include but are NOT limited to: throwing food at people or at objects/surfaces.

**206.0 - Forgery (Non-Academic):** Making, altering, using, or possession of false writing to commit fraud. Examples include but are NOT limited to: an action where someone signs the name of an administrator, staff member, or parent; or alters the information on a pass or excuse.

**207.0 - Hazing:** Regardless of consent, when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.



2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**\* As part of the investigation of the hazing incident, the administrative team must rule out that hazing did not result in any conduct that aligns with a PIMS/State Reportable infraction code 1-54. If so, consider including a referral to Law Enforcement - PIMS Action Code 43 AND an appropriate PIMS/State Reportable Infraction Code(s) 1-54\***

**208.0 - Inappropriate Behavior Resulting in Unintentional Physical Injury:** Engaging in rowdy, rough behavior that interferes with the safe and/or purposeful order of a school and results in unintentional injury to either the participant or someone else.

**209.0 - Inappropriate Touching:** Any form of touch that makes one feel uncomfortable or is non-consensual. Does NOT include touching intimate areas of another's body. NOT included in Pestering, Teasing, Peer/Peer Conflict due to required involvement of school personnel outside of the classroom. See alternate PIMS codes for definitions which may be a more appropriate description of the incident.

**210.0 - Leaving Building Grounds Without Permission:** Knowingly leaving the school building grounds and property without permission from a staff member or administrator.

**211.0 - Misuse of Electronic Device/Network - Major:** Personal or school issued/provided electronic devices are NOT to be used during the school day by students without prior authorization and in compliance with Policy 239. Devices should never be used in a way that violates local, state, or federal law. Such use may include, but is NOT limited to items outlined in School Board Policy 239 and the following:

- Use a school device to access social media networking websites/apps while on school property
- Possess social media content that would disrupt the educational environment
- Access photography through websites/apps from district technology, unless such access is approved by the student's teacher as part of a course project.
- Create, display or transmit inappropriate content as defined by the Children's Internet Protection Act on their phones, PDAs or other similar devices while on district property.
- Use pagers unless serving in volunteer fire or ambulance companies, but should NOT interrupt classes, work or other district activities.
- Use personal electronic devices in locker rooms, lavatories or the nurse's office for any reason.
- Engage in the unauthorized audio or video recording of another person during the school day.
- Use personal electronic devices to bully, harass or threaten another person or entity in violation of school district policies and rules. *\*(must also be addressed through PIMS/State Reporting)*
- Access or possess material that is offensive, profane, or obscene, including digital pornography and hate literature. *\*(if includes obscene, digital pornography and/or hate literature, then must also be addressed through PIMS/State Reporting)*

**212.0 - Not Attend Administrator Detention:** Not showing up or being present for detention as assigned by the administrator (AM, PM or Lunch).

**213.0 - Possession of Inappropriate Items:** Possession of the following items include but are NOT limited to

- Firecracker(s)
- Smoke bomb(s)
- Lighters which shall be defined as a flame-producing product commonly used by consumers to ignite cigarettes, cigars, and pipes, although the lighter may be used to ignite other materials.
- Matches which shall be defined as a tool for starting a fire. Typically, matches are made of small wooden sticks or stiff paper. One end is coated with a material ignited by frictional heat generated by striking the match against a suitable surface.

- Items related to gambling - (*professional or amateur*) playing card games for money or prizes; possessing any card, book, or other device for registering bets; knowingly permitting the use of your cellular phone, computer or other electronic device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an event; involvement in unauthorized raffles or lotteries.

**214.0 - Profanity - Major:** Gestures, cursing, or verbal insults, directed toward a particular person or group - managed by school personnel outside of the classroom. If profanity is used with the intent to threaten or intimidate, See PIMS Code 15 - Racial/Ethnic Intimidation OR 22 - Threatening School Staff/Student.

**215.0 - Property Damage - Major:** Willfully defacing property belonging to a student, teacher/staff, or the school, resulting in the need for replacement or repair. Such behaviors may be punishable by law.

**216.0 - Trespassing:** Being in an *unauthorized* area of the building without permission. Any student on external suspension or expulsion shall be considered trespassing if the student is in any school district building, on any school property, or attending any school-sponsored event without the express consent and knowledge of the school administrator.

**217.0 - Unprotected Expression:** Use of speech classified as fraudulent misrepresentation, false accusations, advocacy of imminent lawless behavior, and defamation.

**218.0 - Verbal Altercation:** An incident that involves one or several offenders who engage in mutual verbal exchanges that are abusive, profane and/or obscene comments. Does NOT include physical contact.

**219.0 - Willful and/or Wanton Misconduct:** Consciously acting in disregard of or acting with reckless indifference to consequences. Examples include but are NOT limited to:

- Student is aware of their conduct and from their knowledge of existing circumstances, that their conduct could result in an injury.
- Student is repeatedly given directives and acts indifferently to the directives

## **PIMS Reportable / Safe Schools Definitions**

**1 - Simple Assault on Student:** An unlawful attack by one student upon another. By definition there can be no attempted assaults, only completed assaults. The act should intentionally, knowingly, or recklessly cause bodily injury and/or serious bodily injury to a student(s).

**2 - Aggravated Assault on a Student:** An unlawful attack by one person upon a student in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.

**3 - Simple Assault on Staff:** An unlawful attack by one person upon another. By definition there can be no attempted assaults, only completed assaults. The act should be intentionally, knowingly, or recklessly causing bodily injury or serious bodily injury to an employee(s).

**4 - Aggravated Assault on Staff:** An unlawful attack by one person upon a staff member in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.

**5 - Rape:** Rape may be statutory or forcible.

- Forcible Rape is oral, vaginal or anal intercourse committed by force and without the consent of the victim, regardless of age.
- Statutory Rape is oral, vaginal, or anal intercourse committed on a child under the age of 16 by a person who is at least 12 years old and at least 4 years older than the victim, regardless of whether the victim consented. Consensual intercourse between a 13, 14 or 15 year old girl or boy and a 16 year old girl or boy is NOT a crime; statutory rape requires at least four years between birthdays of the victim and perpetrator. Some

examples of incidents which must be reported under this category are consensual intercourse between a 19-year old and a 15-year old; consensual intercourse with a person who is mentally handicapped or incapacitated, or physically helpless, regardless of whether the victim consented; or intercourse with an intoxicated or drugged victim who is too incapacitated to give consent.

**6 - Involuntary Deviate Sexual Intercourse:** A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant:

- a. By forcible compulsion
- b. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
- c. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring
- d. Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing – without the knowledge of the complainant – drugs, intoxicants, or other means for the purpose of preventing resistance
- e. Who suffers from mental disability which renders him or her incapable of consent
- f. Who is less than 16 years of age and the person is four or more years older than the complainant and the persons are NOT married to each other

**7 - Statutory Sexual Assault:** A person commits a felony of the second degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is four or more years older than the complainant and the complainant and the person are NOT married to each other.

**8 - Sexual Assault:** An assault of a sexual nature. An unauthorized and unwanted, intentional, or forcible touching of a sex organ of a person of either sex. Sex organs are the breasts of females and genital areas of males and females. This category includes forcibly and intentionally grabbing the clothed or unclothed breast or genitals of a person, without the consent of the victim.

**9 - Aggravated Indecent Assault:** Except as provided in §§ 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of his person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:

- a. The person does so without the complainant's consent
- b. The person does so by forcible compulsion
- c. The person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
- d. The complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring
- e. The person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing – without the knowledge of the complainant – drugs, intoxicants, or other means for the purpose of preventing resistance
- f. The complainant suffers from mental disability which renders him or her incapable of consent
- g. The complainant is less than 13 years of age
- h. The complainant is less than 16 years of age and the person is four or more years older than the complainant and the persons are NOT married to each other

**10 - Indecent Assault:** A person who has indecent contact with the complainant or causes the complainant to have indecent contact with the person is guilty of indecent assault if:

- a. The person does so without the complainant's consent
- b. The person does so without the complainant's consent
- c. The person does so by forcible compulsion
- d. The person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
- e. The complaint is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring
- f. The person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance

- g. The complainant suffers from mental disability which renders him or her incapable of consent
- h. The complainant is less than 13 years of age
- i. The complainant is less than 16 years of age and the person is four or more years older than the complainant and the persons are NOT married to each other.

**11 - Indecent Exposure:** A person commits indecent exposure if that person exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.

**12 - Open Lewdness:** Any open act that is inclined to, characterized by, or inciting to lust or lechery; lascivious, obscene, indecent or vulgar.

**13 - Obscene and Other Sexual Materials:** Obscene material means any writing, picture, film, or other recording (including sexting) that, given the local cultural attitude and community standards, the average person would find offensive, or lacks serious literary, artistic, political, educational or scientific value if taken as a whole. An obscene performance means a live exhibition before an audience which the average person under local community standards describes or shows sexual conduct in an offensive manner, lacks serious literary, artistic, political, educational or scientific value, or would offend if taken as a whole.

**14 - Sexual Harassment:** Is discrimination against a student based on the student's submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender-based/sexual orientation-based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment. This includes students and staff. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, gestures, jokes or pressure to engage in sexual activity.

**15 - Racial/Ethnic Intimidation:** Malicious intent toward another's person or property based on race, color, religion or national origin is a hate crime.

**16 - All Other Forms of Harassment/Intimidation:** A person commits the crime of harassment when, with the intent to harass, annoy or alarm another, the person:

- a. Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same
- b. Follows the other person in or about a public place or places
- c. Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose.

**17 - Fighting:** a mutual physical altercation involving two or more students which results in one or more of the following:

- a. Physical injury
- b. Property damage
- c. Physical restraint

If the incident does NOT meet these criteria, see alternate possible codes:

- ☆ Pestering, Teasing, Peer/Peer Conflict
- ☆ Horseplay
- ☆ Inappropriate Behavior Resulting in Unintentional Physical Injury
- ☆ Willful and/or Wanton Misconduct
- ☆ Minor Altercation

Mutual physical altercation: implies no victim and at least two offenders. Law enforcement officers may refer to a fight as simple assault. Administrators need to consider age and developmentally appropriate behavior before using this category.

**18 - Minor Altercation:** An incident which involves a single offender who commits a minor violent physical act against another individual that may result in minor physical injury but does NOT result in retaliation (e.g., "Student A" strikes "Student B" resulting in little/minor injury and the "Student B" does not retaliate).

**19 - Stalking:** A person commits the crime of stalking when the person either:

1. Engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

***Stalking by communication or address*** – A person commits the crime of stalking by communication or address when the person engages in a course of conduct or repeatedly communicates to another under circumstances which demonstrate or communicate either of the following:

1. An intent to place another person in reasonable fear of bodily injury.
2. An intent to cause substantial emotional distress to such another person.

**20 - Kidnapping/Interference with Custody:** The removal, restraining or confinement of an individual by another through force, threat, or deception or (if person is under 14 years) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking. A parent taking a child in violation of a court order, although it may be a crime, is NOT kidnapping for this purpose.

**21 - Unlawful Restraint:** A person commits an offense if he knowingly:

1. Restrains another unlawfully in circumstances exposing him to risk of serious bodily injury
2. Holds another in a condition of involuntary servitude.

**22 - Threatening School Staff/Student:** Physical, verbal, written, or electronic threat (e.g., internet) or intimidation is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.

**23 - Reckless Endangering Another Person:** Engaging in conduct that places or may place another person in danger of death or serious bodily injury.

**24 - Robbery:** Robbery (Crime against Person): The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm. Because some types of assault may be an element of the crime of robbery, an assault should NOT be reported as an assault as long as it was performed in furtherance of the robbery. However, if the injury resulted in death, the incident must be reported as a homicide. A carjacking is a robbery offense where a motor vehicle is taken into force or threat of force.

- ***Robbery with a Dangerous Weapon (Armed Robbery):*** Theft or attempted theft of anything of value from the person of another, or from the area under the immediate bodily control of the other, by using a dangerous weapon or by an act threatening use of a dangerous weapon. A dangerous weapon is any article, instrument or substance that is likely to produce death or great bodily harm. Forcible theft or attempted theft from a person without the use of a dangerous weapon should be reported under Robbery without a Dangerous Weapon.
- ***Robbery without a Dangerous Weapon:*** The taking or attempting to take anything of value from another's person, by force, or by an act threatening force or violence, which puts a victim in fear, without the use of a weapon. The stealing of someone's property without the use of force or from a source other than the victim's person is not included in this offense. If the taking from the person involves use of a dangerous weapon the incident is reported under Robbery With a Dangerous Weapon.

**25 - Theft and Related Offenses:** Theft by Unlawful Taking or Disposition:

1. Movable property - A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.
2. Immovable property - A person is guilty of theft if he unlawfully transfers, or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another NOT entitled thereto
3. If amount is \$50 or more but less than \$200, it is a misdemeanor 2nd degree
4. If amount is less than \$50, it is a misdemeanor 3rd degree

**26 - Crimes Related to Criminal Homicide:** Occurs when a person intentionally, knowingly, recklessly, or negligently causes the death of a human being. Homicide is classified as murder, voluntary manslaughter, or involuntary manslaughter.

- Suicide is NOT considered homicide
- Attempted murder or assault with intent to murder should be reported as aggravated assault
- Justifiable homicide (e.g., legitimate self-defense) or the killing of a perpetrator of a serious criminal offense by a peace officer or by a private individual should be reported as other.

**27 - Bullying:** By law, "Bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive
4. That has the effect of doing any of the following:
  - a. Substantially interfering with a student's education
  - b. Creating a threatening environment
  - c. Substantially disrupting the orderly operation of the school
5. "School setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school
6. Both genders can engage in direct or indirect bullying
7. Bullying can be either physical and/or psychological in nature
8. Bullying can be carried out by a single individual or by a group
9. The target/victim of bullying can be a single individual or a group of students
10. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber bullying is being used to describe bullying behavior which occurs on the Internet.
11. The term bullying should NOT be used when there is a mutual confrontation between two students or groups of students.
12. Behavior is clearly bullying when:
  1. There is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should NOT be confused with bullying behavior
  2. There is intensity and duration - the taunting continues over a period of time, and is NOT welcomed by the target. School Board Policy 255

**30 - Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or theft. It is NOT necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category.

**31 - Arson and Related Offenses:** The unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trash can fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward the same. This category does NOT include a simple act of lighting a match.

**32 - Institutional Vandalism:** Is the unlawful desecration of a building or other structure with the intent to commit damage. Injury, defacement or destruction of school or another person's property

**33 - Criminal Trespass:** Entering or remaining on school property without authorization; including, but NOT limited to, knowing or unknowing entry onto school property by a suspended student or student from another school who does NOT have a legitimate reason for being there or written permission from a school administrator.

**34 - Rioting:** Participation of two or more in a course of disorderly conduct:

1. With the intent to commit or facilitate the commission of a felony or misdemeanor
2. With intent to prevent or coerce official action
3. When the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon.

**35 - Bomb Threat:** A threat (verbal, written, or electronic) to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or NOT such a device exists. See Terrorist Threats.

**36 - Terroristic Threats:** A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

1. Commit any crime of violence with intent to terrorize another
2. Cause evacuation of a building, place of assembly or facility of public transportation
3. Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

**37 - Failure to Disperse:** Where three or more persons are participating in a course of disorderly conduct which causes or may reasonably be expected to cause substantial harm or serious inconvenience, annoyance or alarm, a peace officer or other public servant engaged in executing or enforcing the law may order the participants and others in the immediate vicinity to disperse. A person who refuses or knowingly fails to obey such an order commits a misdemeanor of the second degree.

**38 - Disorderly Conduct:** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, the person:

1. Engages in fighting or threatening, or in violent or tumultuous behavior
2. Makes unreasonable noise
3. Uses obscene language, or makes an obscene gesture
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor

**47 - Possession/Use or Under the Influence of Controlled Substance:** Possession or use of controlled substance as defined under the 13 act of April 14, 1972 (P.L. 233, No. 64) as well as drug paraphernalia as defined under the act of April 14, 1972 (P.L. 233, No. 64). In addition to use, unauthorized possession, purchase or sale of anabolic steroids by students.

- Anabolic steroids are classified as controlled substances, and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion, and/or criminal prosecution.

**48 - Sale or Distribution of a Controlled Substance:** The exchange of a commodity (a controlled substance) for money; or the action of sharing something (a controlled substance) out among a number of recipients. A controlled substance or “drug” shall mean:

- ☆ substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them;
- ☆ and substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals;
- ☆ and substances (other than food) intended to affect the structure or any function of the human body or other animal body;
- ☆ and substances intended for use as a component of any article specified in clause (i), (ii), or (iii), but NOT including devices or their components, parts, or accessories.

**49 - Possession, Use, Sale or Under the Influence of Alcohol:** “*Possession*” shall mean when the article is found on the person of the student, in the student’s locker, under the student’s control while on school property, at any school function or activity, at any school event held away from the school or while the student is coming to or from school or on any public vehicle providing transportation to school or school-sponsored activity. In contrast, “*use*” shall mean to take or consume the article. The term “*sale*” shall mean exchanging the article for money or other forms of payment. The term “*under the influence*” (UI) shall mean any consumption or ingestion of alcohol.

**50 - Possession, Use, Sale of Tobacco Materials:** Furnishing cigarettes or cigarette papers; possesses, uses or sells tobacco in a school building, bus or on school property owned by, leased by or under the control of the school district.

**51 - Cyber Harassment of a Child:** A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:

1. Seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition
2. Threat to inflict harm

**53 - Possession, Use, Sale of Vaping Materials:** Use and/or possession of vaping products; and smokeless tobacco in any form; electronic cigarettes; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces. School Board Policy 452 prohibits the possession or use of tobacco products or paraphernalia (lighters, matches, electronic cigarettes, or other incendiary devices) on all school grounds, school vehicles, or during all school-related activities.

**54 - Possession of a Weapon:** As defined by School Board Policy 240, the term weapon shall include but NOT limited to any knife, unauthorized cutting object, nunchaku, explosive device, firearm, shotgun, rifle, a replica of a weapon or any other tool/ look-alike, instrument or implement capable of inflicting serious bodily injury.

*Possession of Handgun;* §6110.1 Possession of firearm by minor, §908 Prohibited offensive weapons, §912 Possession of weapon on school property.

- Firearm – Any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive, or the frame or receiver of any such weapon

Offensive weapons – Any bomb, grenade, machine gun, sawed off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, or other implement for the infliction of serious bodily injury which serves no common lawful purpose

*\*Developmental appropriateness must be considered within the context of determining intent as well as assigning appropriate actions, consequences, and interventions.*



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# Zero Tolerance

## PHILOSOPHY

In response to increased school violence, many schools have a mandated “zero tolerance” policy for serious disciplinary actions. At CV, while we too apply “zero tolerance” to serious disciplinary actions, our policies have been written to allow discretion and consideration of the student’s age, circumstances, and other mitigating elements reflected in the individual incident.

Nevertheless, as set forth in the policy section of this student handbook, there are certain student infractions, unacceptable in our school environment, to which we do apply a zero tolerance philosophy. In all cases, whether this behavior takes place on school property, while en route to or from school, or at school-sponsored activities or events, the police will be contacted as a matter of routine. Where appropriate, criminal charges will be filed in addition to any actions outlined in our Code of Student Conduct.

### Violation of these policies handled under the Pennsylvania Crimes Code

Students violating part of the Weapons and Acts of Violence policy will be referred to the police for prosecution under the Crimes Code of the Commonwealth of Pennsylvania or of the United States. This includes behavior in or on school property, while en route to and from school or school events, or at school sponsored activities. In addition to criminal prosecution, the student will be subject to disciplinary action as outlined in the Disciplinary Code.

Other serious discipline problems, when appropriate, will be reported to police and charges will be brought against the student. The school will not attempt to decide if the offense is criminal in nature—that is a police decision. In addition to referral to the police, the school will follow with appropriate disciplinary actions as outlined in this policy.

## VIOLENT BEHAVIOR AND POSSESSION OF WEAPONS

### Possession/use of any type of weapons is prohibited

Possession of a weapon on school property, while en route to and from school or school events, or at school-sponsored activities, is a misdemeanor of the first degree, and offenders will be referred to the police for prosecution and be subject to expulsion for up to one (1) calendar year. Students violating this policy will be removed immediately from class, and parents will be contacted.

Exceptions to the policy include:

- ☆ Any weapon that is required for use as a part of an approved course of study or supervised school activity will be given to the teacher of that class/activity immediately upon the student’s arrival at school.
- ☆ A student who inadvertently brings a weapon to school and immediately, upon arrival, surrenders it to a staff member may be excluded from the requirements of this policy.

### Acts of violence (fighting)

Acts of violence (fighting) of any type will not be tolerated on school property, while en route to and from school or school events, or at school-sponsored activities. Violators will be referred to the police for prosecution and may be subject to disciplinary action under this policy including an expulsion hearing before the school board.

**Violence defined:** Any act of physical aggression toward any person that may be of concern for that individual’s safety, health, or welfare.

### Cooperation with police officers

CV administrators have a sincere desire to work with law enforcement officers but recognize the need to protect and safeguard students’ rights and parent interest. All interviews by law enforcement should take place with parent notification:

- ☆ Interviews for school-related problems may be held in the school. Parents will be notified and asked to attend the interview.
- ☆ In non-school related issues, the administrator will determine the urgency of the request. Only in emergencies will the interview be permitted. If possible, parents will be notified and asked to attend.

**Note:** In cases where a student is a suspect in an investigation, and parents are unable to attend, the building administrator will be present for the interview.

### **School Resource Officer (SRO)**

Finding proactive and effective solutions to issues regarding the safety and welfare of our students has been, and will continue to be, one of the highest priorities of the School Resource Officer (SRO) partnership between the school district and East Lampeter Township. The SRO program is a nationally-accepted program involving the placement of a law enforcement officer within the K to 12 educational environment on several different levels:

- ☆ As a visible, active law enforcement figure on campus dealing with any safety and legal issues.
- ☆ As a conduit for effective communication between the district and police department and helps establish linkages with local agencies when necessary.
- ☆ As a resource to teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions.

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# Safe2Say Something

All K-12 schools in Pennsylvania are required by state law to participate the [Safe2Say Something](#) program. Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

The program requires our school district to train students in our middle and high schools how to utilize a 24/7 anonymous tip line, app, and website to submit anonymous tips regarding student and school safety.

Tips are triaged by Analysts in the Office of the Attorney General Crisis Center. They triage each tip to ensure there is enough information to act upon, determine if the tip is life safety or non-life safety, as well as conduct on-going two-way dialog with the tipster when needed. The crisis center sends all submissions to school administration and/or law enforcement for intervention. If needed, the crisis center may contact the tipster anonymously through the app.

Trained administrators serve on our school district’s Safe2Say Team. Training and information is provided to middle and high school. Students in our elementary schools will not be trained, but any student, parent, or community member is able to submit a tip using the Safe2Say Something reporting system.

Information is made publicly available on the Conestoga Valley website’s School Safety page: <https://www.conestogavalley.org/Page/3073>

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# Drug & Alcohol Free Policy

**District policy prohibits the use of tobacco, drugs, and alcohol by ALL PERSONS, students and adults, at all times in all district buildings, on all district property, and including off-campus school-sponsored activities.**

Conestoga Valley strives to maintain a drug-free school environment. For purposes of this policy, alcohol is considered to be a drug. It is a violation of this policy to use, possess, sell, or be under the influence of any drug or have in your possession drug paraphernalia as defined in this policy. The following rules, regulations, and guidelines apply to violations of this policy.

This policy is built on the philosophy that:

1. disciplinary action is required for policy violation;
2. rehabilitation and education are equally important in policy enforcement.

## DEFINITIONS

**Cooperative Behavior** shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, including following through with any recommendations.

**Distribution** means to deliver, pass, sell, share, or give to another person, or to assist in the distribution of any alcohol, drug, or mood-altering substance.

**Drug/Mood-Altering Substance/Alcohol** shall include any alcoholic beverage, drug, narcotic, and/or other health-endangering substances that include, but are not limited to, tranquilizers, amphetamines, synthetic drugs, steroids, marijuana, hallucinogens, glue, solvent containing substances, "look-alike" drugs, caffeine pills, any medication for which a prescription is required under the law, any substance which is intended to alter mood, and medication (including over-the-counter drugs) not registered with the school nurse and annotated within the student's health record in accordance with the school district policy, and any other substance listed in Act 64 (1972).

**Look-A-Like Drugs** are substances manufactured or designed to resemble drugs, mood-altering substances, narcotics, other health-endangering compounds or smoking/tobacco products such as vaporizers.

**Medication Policy:** The district enforces a comprehensive medication policy (see complete Medication Policy on page 68).

**Paraphernalia** includes any equipment, product, material, or item of any kind which, in the school's judgment, can be linked with the use of drugs, alcohol, or mood-altering substances.

**Police Contact:** The school will report the use of drugs and alcohol to the police (see page 34 for the district's policy on police involvement). School disciplinary action is in addition to any charges filed by the police.

### Possession:

- ★ **Active Possession** involves keeping/holding without attempt to distribute any alcohol, drug, or mood-altering substance.
- ★ **Implied Possession** is a person's knowing control and access with other persons to any alcohol, drug, or mood-altering substance.

**Steroid Use Prohibited:** Act 93 of 1989 prohibits the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. The Act includes minimum penalties, requiring suspension from the team for the remainder of the season.

**Uncooperative Behavior** is student resistance or refusal (verbal, physical, or passive), to complying with the reasonable requests or recommendations of school personnel, including those in the Student Assistance Program.

## The Price of Underage Drinking

We asked our local District Justice about the penalties for underage drinking and received the following information:

- ☆ Suspension of driver's license if convicted for: lying about your age to obtain alcohol; purchasing, consuming, possessing, or transporting alcohol; carrying a false ID.
- ☆ Suspension for first offense is 90 days; second offense is one year; third offense is two years. If under age 16 when convicted, the suspension of your driving privilege begins after you pass your driver's test.
- ☆ Fine up to \$500
- ☆ Notification of parents
- ☆ In addition, you may be required to be evaluated to determine your involvement with alcohol. You may also be required to successfully complete a program of alcohol education and counseling.

**REMEMBER: You do not have to be in or near a car, have a driver's license, or even be old enough to drive for this law to apply.**

**Merely being caught with a fake ID, drinking, being intoxicated, transporting alcohol, or having alcohol in your possession will result in the above penalties.**

### Reminder to Parents:

Adults who provide alcohol to persons under 21– even their own children – will receive a MANDATORY fine of \$1,000 for the first offense and \$2,500 for second or subsequent offenses **per minor**. For example, providing alcohol to a party involving 10 minors will result in a fine of \$10,000 to \$25,000. Anyone who makes or sells false ID will receive the same penalty.

## STUDENT ASSISTANCE PROGRAM (SAP)

A team of professionally trained staff is available to deal with:

- ☆ Concerns about suicide
- ☆ Depression
- ☆ Alcohol & related problems
- ☆ Drug use & related problems
- ☆ Anger/violence
- ☆ Serious attendance problems

If you suspect that your student is involved with any of the above, you can get help by referring him/her to SAP through contacting your school counselor, or completing [the CVHS SAP Referral Form](#) or the [GHMS SAP Referral Form](#).

The team provides an assessment of the problem and may use a formal intervention process with parents and the student to resolve the issues.

You can also get help from the SAP by contacting any professional school employee or, if the student wishes, through self-referral. The actions of the team are held in confidence unless the safety or health of the student or other individuals is at risk.

## VOLUNTARY DRUG TESTING

CV has initiated a voluntary drug-testing program for all interested secondary students. Any middle or high school student may participate in this program and has the opportunity to sign up at any time during the school year. The consent of a parent/guardian is also required. Once enrolled, a student remains part of the voluntary drug-testing program until graduation, unless both the parent and student revoke participation through a dated, written statement signed by both. Drug testing will occur on a bi-monthly basis. Students to be screened will be chosen through a random, computer-generated program. Please note that any student who is subject to suspension or expulsion from school as a result of possession, use, or being under the influence of drugs and/or alcohol in violation of the Conestoga Valley School District's Drug and Alcohol Policy will be required, where appropriate, to participate in the random drug-testing program as part of the disposition of discipline.

Additional information can be found on our school website at [health services](#). If you have questions, please contact your school nurse. Our intention at Conestoga Valley is to send a clear message that we do not support drug abuse of any kind.

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# Tobacco Use/Gambling

## TOBACCO USE & POSSESSION POLICY

Tobacco use and/or possession by all persons, students or adults is prohibited in all school buildings, school vehicles, and on school property owned by, leased by, or under the control of the school district, including off-campus school-sponsored activities. The following are understood with respect to this policy:

### Enforcement & Disciplinary Options

**Reasonable Suspicion** by witness of a student using or possessing tobacco products or smoking/vaping equipment, which may include lighters, matches, electronic cigarettes nicotine products or vaping devices, will justify disciplinary action under this policy. Direct observation of smoking/vaping is not always required.

**Direct Observation of Smoking:** Direct observation of a student or adult in possession of a lighted tobacco product will result in a summary citation being filed before the District Justice, with a fine up to \$50, as per Act 128 of 2000.

**Mandatory Prosecution and Consequences:** Any student who violates this smoking policy will be liable for prosecution and/or disciplinary consequences. School discipline for “direct observation” of smoking, as well as other smoking/vaping policy violations, will be as follows:

#### Other Smoking/Vaping Policy Violations for Students

- 1st Offense: 1 day OSS/3 days ISS; parent contact
- 2nd Offense: 3 days OSS/5 days ISS; counselor referral; parent conference
- 3rd Offense: 5 days OSS/10 days ISS; parent conference; administrative review

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# Harassment

## POLICY SUMMARY

Everyone has a right to work and learn in a safe place. Being safe means feeling comfortable with all the people around you. The employees of the school district strive to create an atmosphere where all persons feel safe and comfortable. Harassment in any form will not be tolerated. Offenders, both student and adult, will be disciplined.

When anybody, student or adult, makes you feel uncomfortable because of comments or behavior, you should do something about it. If someone talks to you or approach you in a way that makes you feel uncomfortable or afraid, you need to tell someone. This policy on harassment will tell you what to do to stop unwanted behavior.

## TITLE IX

**Definition:** In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations.

### Reporting Procedures:

Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. A student may report an incident of sexual discrimination or harassment verbally or in writing to any District employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator. Reports can be made at any time by phone, email, or by completing and submitting the Discrimination/Harassment Incident Reporting Form. Additionally, if the person who received a complaint of sexual harassment is a mandated reporter and has reasonable cause to suspect that a student is the victim of child abuse, the incident should immediately be reported to the appropriate agency as directed by state law. This mandated reporting obligation is in addition to a report being made to the Title IX Coordinator, Adelina Matos.

### Retaliation/Confidentiality

This policy prohibits retaliation against an individual who files a complaint in response to conduct that s/he reasonably believes violates this policy, or against an individual who participates or cooperates with an investigation. Confidentiality will be maintained to the extent possible to effectively respond to a reported incident of sexual harassment.

### Related Policies

If a reported incident does not fall under the scope of Title IX, the reported incident will be reviewed and appropriate steps taken under other applicable District policies, such as:

- ☆ Pol. 103 – Opportunity Programs for School/Classroom
- ☆ Pol. 247 – Hazing;
- ☆ Pol. 248 – Student Harassment;
- ☆ Pol. 407 – Equal Rights and Opportunities;
- ☆ Pol. 448 – Harassment.

This Title IX policy runs concurrently with and parallel to all applicable laws, regulations, and existing district policies and procedures to the extent allowable under law.

## SEXUAL HARASSMENT CHECKLIST

- ☆ The action must be UNWANTED
- ☆ The action must be sexual in nature and can be VERBAL, NON-VERBAL, or PHYSICAL
- ☆ Tell the person: “STOP, I don’t like it!”
- ☆ If the actions continue, tell a teacher, counselor, nurse, or principal.



**Reporting Unlawful Harassment:** The school district encourages and expects students who are subjected to harassment by another student or a school employee, or who are aware of other students being subjected to harassment, to immediately report the incident to any employee, staff member, or administrator.

If a student's parents believe their child was subjected to unlawful harassment, they may report the incident to the principal or, where appropriate, the superintendent.

**Investigation of Complaints:** Upon receipt of an unlawful harassment complaint, the principal will immediately verify all information in the complaint by talking to the student, the person who filed the complaint, and, where appropriate, the parents. The principal will advise that a complaint is pending and conduct a prompt and thorough investigation. Every effort shall be made to complete the investigation within 15 days of receiving the complaint. If the investigation cannot be completed within the timeframe, the complaining student (and where appropriate, his or her parents) shall be notified of the investigation's status and anticipated completion date.

**Interim Resolution:** The principal will, after consultation with the superintendent and whenever appropriate, be authorized to implement an interim resolution to a complaint pending the outcome of the investigation.

**Corrective Action:** If the investigation results in a substantiated charge of unlawful harassment, the district will take prompt corrective action to redress injury suffered by the complaining student and ensure the unlawful harassment ceases and will not recur.

**Confidentiality:** All information concerning the complaint will (to the extent it is practical to do so) be confidential and made available only on a "need to know" basis (which includes releasing information to law enforcement authorities). The administration will maintain accurate records of all phases of the investigation and follow up.

**Right to Appeal:** Any party may appeal to the superintendent a decision of the principal. Appeals must be filed within ten (10) working days of the receipt of the written decision. Within five (5) calendar days of receiving the report, the superintendent will issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person who complained and the alleged perpetrator. The employee or student who was allegedly subject to harassment may appeal the finding to the School Board within five (5) calendar days of receiving this decision. The School Board will have thirty (30) calendar days to make a decision.

**Informal Resolution of Student/Student Complaints:** In some instances, allegations of unlawful harassment made by one or more students against one or more students may be resolved without an investigation. In those situations, the principal will meet with the involved students and, where appropriate, their parents to discuss the allegations and possibly resolve the matter. If the resolution is satisfactory to all parties, the case will be closed. Involvement in the informal resolution is voluntary and not a prerequisite to formally filing a complaint.

**Parent Notification:** Except under unusual circumstances, upon receipt of a complaint, the principal will notify the parent/legal guardian of the complaining student. In the case of student-to-student complaints, which are handled informally, the principal will contact a parent/legal guardian if it is determined that the health, welfare, or safety of the student or other people is in jeopardy.

**Discipline:** Any student who engages in unlawful harassment, or who contributes to the unlawful harassment of others, as defined by the district's policy, may be subject to disciplinary action up to and including expulsion. For specific actions, see infraction codes 14 "Sexual Harassment" and 16 "All Other Forms of Harassment/Intimidation," in Appendix A: Discipline Decision-Making Guide.

**Filing False/Malicious Claims:** Filing an unlawful harassment complaint is a serious matter for both the complaining student and the accused harasser. Filing of knowingly false or malicious claims is strictly prohibited, and the filer of such claims will be subject to disciplinary action.

**Retaliation Prohibited:** There will be no retaliation of any kind against a person who, in good faith, files an unlawful harassment complaint, assists in the filing of a complaint, or takes reasonable steps to stop the unlawful harassment. Any person subject to retaliation should report that conduct to the superintendent.

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# Bullying/Cyberbullying

## Policy Summary

Bullying by Conestoga Valley students is strictly prohibited in School Board policy. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

## Reporting & Discipline

Students who have been bullied should promptly report such incidents to the building principal or his/her designee. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the district's legal and investigative obligations. Reprisal or retaliation that occurs as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Code of Student Conduct. See infraction code 27 "Bullying," in Appendix A: Discipline Decision-Making Guide for specific actions.

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# Student Expression

The administration respects the right of students to express themselves in word or symbol and to distribute and/or display materials as a part of that expression. That right is limited, however, by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

All forms of student dress/apparel are forms of expression and are covered by this policy. Prohibited forms of expression (words, phrases or graphics) are those that:

- ☆☆ contain profanity, obscenity, or the promotion of any illegal activity;
- ☆☆ may lead to a libelous action;
- ☆☆ may incite violence or urge the violation of school regulations;
- ☆☆ solicit funds for non-school organizations unless approved by the administration.

See classroom-managed infraction code 101.0 “Dress Code Violation- Minor” and office-managed infraction code 202.0 “Dress Code Violation- Major” in the Code of Student Conduct.

## Approval of School-Related Materials

All materials/publications of school-related organizations and the methods of their distribution/display are subject to review by the faculty adviser and/or the administration. Obscene or libelous materials may be edited and/or removed according to this policy. Official publications are not open public forums for unrestricted student expression. Each administrator will determine regulations for students’ use of school equipment to publish approved student communications. Students may be charged for materials used.

## Approval of Non-School-Related Materials

The administration will determine the conditions for displaying/distributing materials of non-school-related organizations. Requests by community organizations or unauthorized student organizations will be submitted to the principal. All such materials must bear the name of the sponsoring organization and the name of at least one local representative. The school name may not be used on any publication without the approval of the principal. The principal will approve or disapprove the request based on this policy and First Amendment rights. Judgment will be made by the principal within five (5) school days. That decision may be appealed to the superintendent.

## Pledge to the Flag and Meditation

Opening exercises will consist of a pledge to the United States flag and a moment of silent meditation. Students who choose to refrain from such participation will respect the rights and interests of classmates who do wish to participate.

## Student Activities

Building principals will approve all student activities with the assistance of delegated members of the faculty. Any group of students that has an approved faculty sponsor should be permitted to establish an organization that may make use of school facilities.

**Excuse from Activities:** Parents or guardians may submit a written request that their child be excused from certain types of student activities for religious or physical reasons.

# PPRA

## The Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA) requires that the school notify you to obtain consent or allow you to opt out of the following school activities: a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

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# Attendance

School district attendance regulations are based on §1300 of the Pennsylvania Public School Code.

## PENNSYLVANIA ATTENDANCE LAW

**Right to an education:** All Commonwealth residents between the ages of 6 and 21 are entitled to a free education in the state's public schools. No student shall be denied access to a free and full public education on account of race, religion, gender, or national origin.

**Compulsory attendance:** Parents are required to have their children attend an approved school no later than age 6 until the age of 18. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 6 years) until the age of 18 or graduation from a high school, whichever occurs first.

**School Entrance Age:** A child must be five (5) years, zero (0) months by September 1st to be eligible for kindergarten, and six (6) years, zero (0) months by September 1 to be eligible for grade one (1).

**Truant:** Having three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law.

**Habitually Truant:** Having six (6) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law.

## HIGHLIGHTS OF ATTENDANCE POLICY

- ☆ After three (3) days of unexcused absence, parents receive a first notice that their child's attendance is not as required under the rules for compulsory attendance.
- ☆ If the district magistrate finds that the parents are not guilty in the unexcused absence of their child, the district may prosecute the child if age 13 or older.
- ☆ Tardies are cumulative – excessive tardiness will be penalized by CV administration.
- ☆ Vacations and family trips (child must be accompanied by an adult): Up to five (5) days each year may be classified as excused for time spent on a vacation or trip. Approval must be requested, in writing, prior to the trip (see page 48 for all conditions). Permission for family trips to be classified as excused will be denied if the student has accumulated three (3) or more unexcused absences. See page 48 for Absence Make-Up Policy.
- ☆ Excuse cards signed by the parent are required within three (3) days for all absences. Failure to provide within three (3) days will result in classifying the absence as unexcused.
- ☆ The school will require a written physician's excuse in all cases of excessive absences (see page 32).
- ☆ "7 Day Letters" will be sent to ALL parents when their child's absence, excused or unexcused, has reached seven (7) days.

## CLASSIFICATION OF ABSENCES/TARDIES

**Excused:** School Board policy excuses students from compulsory attendance for all or part of a school day for the following reasons:

- ☆ Illness
- ☆ College visits [max. of three (3) days w/prior approval]
- ☆ Prior approved trips/vacations
- ☆ Religious observance/instruction
- ☆ Family death
- ☆ Required court attendance
- ☆ Family emergency

Building principals have the discretion to excuse up to five (5) absences incurred because of family emergencies. Principals may ask for an explanation of the emergency. Excused absences due to family emergencies will be deducted from the five days of excused absences permitted under the vacations and trips provision of this policy.

**Unexcused:** Any absence which is not covered under the above definition of an excused absence is classified as unexcused for any students under the age of 18.

**Excuse Cards Required:** Parents shall submit an attendance note via the Parent Portal or furnish a signed, written explanation for all absences and tardies. The burden of proof for excused absences rests with the parent. If excuse cards are not received within three (3) days after the child returns to school, the absence will be considered unlawful if the child is under 18.

**The “7 Day Letter”:** After seven (7) days of absence, for any reason, the principal will notify parents confirming those absences. The letter is for informational purposes only.

**Physician’s Excuse Required:** *Any student who has accumulated 10 or more absences (not excused by a physician or the district) will be required to furnish a written physician’s excuse for **all** subsequent absences.* The student must be seen by a medical professional. Failure to do so will result in the absences being recorded as unexcused or unlawful. In addition to the above policy, the district reserves the right to require a physician’s excuse when deemed necessary by the school administration.

**Tardy:** Tardies are classified as excused/unexcused/unlawful using the same criteria for general absences. Students arriving at school after the start of homeroom/first block will be recorded as tardy (arriving two hours or more late will be recorded as half day absence); routine health care appointments are excused. *Habitual tardies are subject to the compulsory attendance laws.*

**Early Dismissal:** Early dismissals where students miss two or more hours will be recorded as a half day absence. Otherwise, dismissals less than two hours will be recorded as early dismissals.

**Re-entry of Students 18 and Over:** Students over the age of compulsory attendance who have withdrawn from school and wish to re-enter may have entry delayed until the start of the next semester. Students who have an IEP will have entry begin within five days and the IEP team will be convened.

**Medical & Dental Appointments:** Medical/dental appointments should not be scheduled during the instructional day whenever possible. When no other arrangements can be made, a note is to be submitted to the office in advance of the appointment. Students will not be dismissed without written permission. Before leaving, and after returning, students shall report to the office. Excused time will be limited to time for the appointment and normal travel time. Administration may restrict the time and number of these absences.

**Vacations & Trips:** All trips & vacations are unexcused/illegal unless prior approval is obtained and the child is in the company of an adult for the entire trip.

With approval, a child may be given up to five (5) days of excused absence for trips and vacations. All additional days are unexcused/unlawful. If, at the time the request is received, the student has accumulated three (3) or more unlawful/unexcused absences, the request will be denied.

Such travel requests will not be approved/excused for trips taking place during posted state assessment administration dates.

## **PENALTIES FOR ATTENDANCE VIOLATIONS**

When a student accumulates three (3) unlawful absences, parents will be sent what is termed a “First Notice.” Subsequent absences will result in prosecution. After a parent receives a First Notice, the school district will contact the parent/guardian to discuss and develop a plan to improve the child’s attendance.

**Unlawful absences are a summary offense addressed under the Pennsylvania Public School Code Compulsory Attendance Law amended by Act 138 of 2016.**

**Truant students** must appear at a hearing before the district justice and stand to lose their driver’s licenses for 90 days (first offense) or six months (second offense). Students who do not have a driver’s license would be ineligible to apply for a learner’s permit for one year.

**Parents** who cannot show they took reasonable steps to ensure a child’s school attendance face a fine of \$300, mandatory parent education classes, and/or community service.

Parents who assist in student truancy face a \$300 fine for the first offense, up to \$500 per offense for the second offense, and up to \$750 per offense for a third and any subsequent offenses. Failure to pay a fine or complete court-ordered activities could result in the court jailing a parent for up to three (3) days.

## **ABSENCE MAKE-UP POLICY**

**Work missed as a result of absence (either individual class or full day) may be made up if:**

- ☆ the absence was excused
- ☆ the absence was for disciplinary reasons
- ☆ the absence was unexcused (maximum three days)
- ☆ the absence was an approved educational trip (regardless of length of absence)

1. Students should contact teachers on the day returning to school to receive missed assignments.
2. Students who know of an absence in advance should contact teachers for assignments prior to the absence.
3. In absences of two weeks or less, the makeup time for assignments is equal to the time absent (e.g. if a student was absent for two days, he/she has two days to make up the missed work). However, long-term assignments made prior to the absence are expected to be completed upon the student’s return to school.
4. In absences of two weeks or more, the student will have two weeks to make up missed work. Parents or students should contact the school for assignments. Teachers may be contacted directly by e-mail.
5. An incomplete grade may be given to students who have an extended absence of at least five days in the last two weeks of a marking period.
6. Incomplete work must be made up within two weeks after the end of the marking period. Discretion may be used for unusual circumstances.
7. Homework may be requested from the main office by telephone after two or more days of absence due to illness. Please allow 24 hours to process homework requests. Parents and students may also request assignments directly from teachers by email. Email addresses of individual teachers can be found on the Conestoga Valley’s website at [www.ConestogaValley.org](http://www.ConestogaValley.org).

### **Excuses for Religious Reasons**

**Class:** Parents may submit a written request to the principal to have their child excused from instruction which they oppose on religious grounds. The student will be excused for only that portion of the class and they will be expected to complete alternative assignments. It is the student’s responsibility to remind the teacher of the approved excuse.

School: Parents may submit a written request to the principal to have their child excused from school to observe or participate in a religious activity or to receive religious instruction. Contact the building administration for procedures.

**Snow Make-Up Days (in order of use):**

September 18, October 6, February 16, June 5, June 6, and June 7. Emergency weather announcements are made using an automated phone/text/email system and posted on [ConestogaValley.org](http://ConestogaValley.org) and [Facebook](https://www.facebook.com/conestogavalley), as well as local radio and television.

[See page 3 for stations in your area.](#)



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# Academics/Honor Code

## CV HIGH SCHOOL HONOR CODE

Students at Conestoga Valley High School are recognized for their performance and pursuit of academic excellence. Helping the student to develop and maintain a high level of academic achievement is the responsibility of all staff, administration, parents, and students.

Honor code infractions are violations whereby an individual misrepresents his or her academic responsibility to himself or herself, his or her peers, and his or her school and society. See classroom-managed code 100.0 “Academic Dishonesty - Minor” and office-managed code 200.0 “Academic Dishonesty – Major” in the Code of Student Conduct. Appendix A: Discipline Decision-Making Guide provides details for the application of disciplinary action for these specific infraction codes.

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# National Honor Society

The National Honor Society (NHS) is a service organization for juniors and seniors, which is based on the ideals of scholarship, service, leadership, and character. Conestoga Valley High School is one of more than 20,000 chapters established in the United States today. Our chapter operates under the National Constitution and bylaws.

## MEMBERSHIP CRITERIA

**1. Scholarship.** A minimum cumulative scholastic grade of 3.0 on a weighted 5.0 scaled (5.0 scale began with the Class of 2023) is required.

**2. Leadership.** The student who leads:

- ☆ Demonstrates resourcefulness in proposing new problems, applying principles, and making suggestions.
- ☆ Contributes ideas that improve the civic life of the school.
- ☆ Delegates responsibilities.
- ☆ Inspires positive behavior in others.
- ☆ Holds school offices or positions of responsibility, conducts business efficiently and effectively, and, without prodding, demonstrates reliability.
- ☆ Demonstrates leadership in the classroom, at work, and in school or community activities.
- ☆ Accepts responsibility and is dependable.

**3. Service.** The student who serves:

- ☆ Upholds scholarship and maintains a loyal school attitude.
- ☆ Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged.
- ☆ Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- ☆ Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- ☆ Cheerfully and enthusiastically renders any requested service to the school.
- ☆ Represents the class or school in interclass and interscholastic competition.
- ☆ Performs committee and staff work without complaint.
- ☆ Shows courtesy by assisting visitors, teachers, and students.

**4. Character.** The student of character:

- ☆ Takes criticism willingly and accepts recommendations graciously.
- ☆ Exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- ☆ Upholds principles of morality and ethics.
- ☆ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ☆ Shows courtesy, concern, and respect for others.
- ☆ Observes instructions, rules, punctuality, and faithfulness both inside and outside of class.
- ☆ Demonstrates powers of concentration and sustained attention as shown by perseverance and application to studies.
- ☆ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- ☆ Helps to reduce negative influences on school environment.

## Selection Process

Juniors and seniors who meet these criteria are eligible candidates for membership in the Honor Society.

- ☆ Applications are reviewed by a five-member faculty counsel.
- ☆ Names of those students selected by a majority vote of the faculty council are then shared with the entire faculty to gain additional information.

- ☆ The actual selections, however, are made by a majority vote of the five approved members of the faculty council.
- ☆ An official induction ceremony is held for new inductees each year.

## **Conduct**

Any conduct violations will be handled according to the National Charter.

## DISTRICT 1:1 TECHNOLOGY

Conestoga Valley School District provides all students with 1:1 technology for education purposes in line with the District's Mission. All technology provided is property of the Conestoga Valley School District and any damage to the device, chargers, cases, or other components or loss of any property will incur a fine. Use of district technology is governed by [School Board Policy 239](#) and provided under the Acceptable Use Policy.

## ACCEPTABLE INTERNET USE

Use of the Internet shall be limited to educational and instructional purposes related to the curriculum. All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. Before initially having access to the Internet, students must complete an Internet Utilization Form, which includes parent/guardian approval. If parents/guardians prefer that their children do not have access to the Internet under any circumstances, they should send their request in writing to the building principal on an annual basis.

### Cell Phones

Students are only permitted to use cell phones under the direction of a teacher or administrator. Students should not assume it is their right or privilege to use personal devices, including cell phones, during the school day. Use of a cell phone includes, but is not limited to, communicating with others using the cell phone, texting, taking pictures, video recording, audio recording, or accessing or attempting to access the Internet. The above mentioned use will result in school disciplinary action and, if applicable, may result in police action.

### Discipline Options

See classroom-managed code 109.0 "Misuse of Electronic Device/Network – Minor" and office-managed code 211.0 "Misuse of Electronic Device/Network – Major," in the Code of Student Conduct. Appendix A: Discipline Decision-Making Guide provides details for the application of disciplinary action for these specific infraction codes.

- ★ 1st Offense is a Level I Offense -- The cell phone and all its contents are confiscated; to be returned to student at the end of the school day.
- ★ 2nd Offense is a Level II Offense -- The cell phone and all its contents are confiscated; only returned to the parents with the appropriate disciplinary action taken.
- ★ Subsequent offenses are considered a Level III Offense and may result in suspension and will result in confiscation of the cell phone and all its contents; returned only to the parent.

## COMMUNITY WEB PORTAL

CVSD's Community Web Portal allows parents to access their child's classroom progress, homework assignments, and teacher comments. A new Community Web Portal was approved by the school board during the 2022-23 school year and is expected to be implemented prior to the start of the 2023-24 school year. Information regarding the new portal, how to create accounts, how to utilize the portal, etc. will be added to the district website and communicated to parents and staff prior to implementation of the new web portal.

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# Do Not Photograph

## USE OF STUDENT VOICE, PHYSICAL PRESENCE, AND WORK

Conestoga Valley School District utilizes many forms of technology for student learning. Parents and students should understand that by participating in some classroom technology projects that student voice, physical presence and work may be electronically recorded, transmitted and displayed to an audience outside school walls. If parents do not want their child's voice, physical presence, and work created in school displayed outside of school, they must contact the building administration.

### Public Relations Program

The school district public relations program uses student voice, physical presence, and work in publications, web and social media content, video productions, newspapers, and television to promote programs and accomplishments. Parents who **do not** wish to have their student(s) appear in any of these public relations initiatives must complete an electronic form at the beginning of the school year. A link to the form can be found on the Community Web Portal.

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# Career Development

## VOCATIONAL & CAREER DEVELOPMENT SERVICES

### Work Experience Program

This program offers students the opportunity to gain both hard and soft employment skills in an increasingly challenging world of work. Students who are able to obtain employment can attend classes for part of the day while maintaining part time employment during a portion of the school day. Ideally, the employment opportunity is consistent with the vocational plans of the student but this is not a requirement. Occasional employer site visits may be made by the school staff to monitor students' performance. Required paperwork is attained from the guidance department.

### Internship Program

Conestoga Valley High School offers an internship program that allows high school students to gain introductory skills and knowledge in a certain profession. Student interns participate with a specific company, firm, or other organization and will be assigned to one or several types of work environments under the guidance of a site supervisor.

A minimum of six (6) hours per week is required (54 hours – .5 credit, 108 hours – 1.0 credit, 216 hours – 2.0 credits) and all internships must be secured with completed paperwork and clearances PRIOR to the start of the marking period.

### Working Papers

The employment of minors under age 18 in any occupation where work is done for compensation of any kind is regulated by the Child Labor Law. Each student under age 18 wishing for full- or part-time employment must apply for an employment certificate prior to starting work. All certification is handled through the Career Center.

State law restricts the type work that may be performed by students. A listing of those occupations is available at the Career Center. Parents and employers are encouraged to check this list before committing employment to a school-age child. Two types of certificates are available. They are:

- ★ **Vacation Employment Certificates:** These permits are issued to students aged 14-15 who plan to work at times when they are not required to be in attendance at school.
- ★ **Transferable General/Vacation Work Permit:** For students 16-18 who request either general or vacation employment. Only one permit issued. The permit moves with the student to new employment.

To apply for a permit, the applicant must present his/her birth certificate at the time of application. The applicant's parent must be present at the time the application is filed. The proper forms are then processed. The applicant must obtain the signature of the proposed employer and receive a physical examination performed by a Medical Doctor (no Chiropractor signatures will be approved) prior to receiving his certificate.

### Career Planning Services

CV offers a very comprehensive career awareness/development program to all secondary students. The Counseling Office in the high school provides a comprehensive collection of all types of information on careers and post high school opportunities. Appointments are recommended. Some of the services available include:

1. **Career information**—Current specific data on thousands of jobs are available.
2. **Student Interest Survey**—Students who provide personal and academic information to the computer receive a listing of all jobs for which they are qualified.
3. **College Information**—Very detailed information is available on institutions of higher learning.
4. **Scholarship Information**—The computer provides sources to contact for scholarship or financial assistance.

5. **Job placement**—Limited job placement services are available to the student and area employers through their school counselor. This service includes part-time placement during the school year and vacations, as well as full-time placement.
6. **Job observation**—Many students who have career objectives have no working knowledge of what really happens on a daily basis on the job. Through cooperation with area employers, students may spend time in the workplace observing persons in their selected field of interest. Following the period of observation, students are better able to make appropriate career decisions.
7. **Individual Counseling:** A full-time staff is available in the Guidance Office to work with students on an individual basis, and parents are encouraged to come with their child.
8. **Transition Program:** Services and supports for students with IEPs offer transitional activities, job training, placement, agency and community connections, and post-secondary information.

**Working papers are available in the Guidance Office and on the high school website. Call 717-399-8291 for hours.**

## **LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER**

The Lancaster County Career and Technology Center provides unique opportunities for hands-on skills training combined with academic learning in a wide variety of vocational programs across three main campuses. CVHS juniors are permitted to attend LCCTC part-time (four credits), and seniors may attend LCCTC full-time.

CVHS offers tours of LCCTC facilities for interested students. See the Student Activities Calendar on the CV website for specific dates, times and locations.

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# Bus Riding

The Conestoga Valley School District believes the school bus/van transportation is an extension of the classroom and building rules apply.

## BUS ASSIGNMENTS

- ☆ Students may ride only on their assigned bus and get on/off only at their assigned stop.
- ☆ Requests to transport students to or from locations other than their home will be considered only if in your attendance area and if space is available.
- ☆ Students who change their residence within the CV district boundaries must document this change at the school building with proof of residency. See “change of address (page 73).” Changes in bus assignments require five (5) days to implement.
- ☆ Emergency exceptions to bus assignments may be made by building principals. Requests for non-emergency reasons (overnight visits with a friend, scout meetings, shopping, etc.) will not be accepted. Telephone requests will be taken for emergencies only.
- ☆ All permission slips must be signed by an administrator. Parent notes will not be accepted by drivers.
- ☆ Due to mechanical difficulties or other problems, a different bus driver or bus number may pick up your child.

## BUS RIDING RULES & REGULATIONS

Conestoga Valley School District (CVSD) transports students each day to and from school. CVSD contracts with transportation providers to transport students each day to and from school. The current transportation contracts include: Brightbill Transportation, Faithful Transportation, and neighboring school districts. In order for this transportation to be accomplished as safely and effectively as possible, students and parents need to work cooperatively with the school district. Students are expected to demonstrate safety, be respectful, and be responsible while on district-provided transportation. Any student whose behavior interferes with the safety of other students may be denied transportation services. See action code #45 in Appendix A: Discipline Decision-Making Guide where applicable. In such cases, it then becomes the responsibility of the parent/guardian to transport their student to and from school.

Each building principal has an important responsibility with respect to student transportation. Health and safety factors are the principal’s concern since he/she is the first to feel the impact of any deviation. Student behavior on the school bus is the principal’s responsibility since infractions are referred to his/her office. Any student causing a disorder on the school bus must be reported by the driver to the student’s building principal. The principal/administrator will work cooperatively with parents, students, the transportation supervisor, and the bus driver. The principal will decide whether or not punishment is necessary in every case. When it is necessary, only the principal will administer discipline.

To maintain appropriate behavior expectations, please adhere to the following rules and guidelines:

1. Kindergarten students are permitted to get off the bus with other children and/or older siblings at the end of the day without an adult present. However, if a kindergarten student is the only child at an afternoon stop, a parent or other responsible person must be present and visible. If no one is present, the student will be taken back to school.
2. For safety reasons, please remember to address parent concerns regarding student behavior through your building office. For bus stop, route questions, or driver issues, please contact the transportation department at 717-656-2601. Do not discuss issues with the bus driver at the bus stop.

## Emergency Drills

School bus evacuation drills are held periodically so that students know exactly what to do in case of emergency. Students are asked to cooperate fully with the bus driver and the assigned helpers. Absolute silence must be observed. Students must follow the drivers’ specific instructions.



## **Video Cameras Record Student Behavior on Buses**

Conestoga Valley School District student transportation vehicles are equipped with audio and video recording equipment to monitor student behavior whenever the vehicle is in operation. The video may be used as part of the disciplinary process.

## **School Activities**

Conestoga Valley School District does not transport students home following any extracurricular activity. Parents/Guardians are responsible for transportation.

**For information on bus stops and schedules, call 717-656-2601.**

## **BUS PROCEDURE: STUDENT IDS REQUIRED**

Students are required to scan on and off the school bus using their CV Student ID Card. This process enables CV to account for all students as they board and exit a district vehicle on their way to/from CVSD.

- ☆ K-8 grade students are provided with a lanyard and scannable personal ID card at the start of the school year.
- ☆ 9-12 grade students are expected to retain ID cards until new ID cards are issued following picture day in the fall.
- ☆ New students will receive a scannable ID card within their first week of school.
- ☆ Updated ID cards are provided to all students following picture day in the fall.
- ☆ Students who lose or damage their card should request a new card via the district website. Note: There is a \$2.00 charge for replacement cards.

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# Extracurricular Code

## EXTRACURRICULAR & SOCIAL ELIGIBILITY CODE

### Introduction

Extracurricular activities are an important and integral part of the total school program. Their purpose is to promote physical, mental, social, emotional, and moral well-being of students. All students are provided an equal opportunity to participate in extracurricular activities consistent with the policies, rules, and regulations of the Conestoga Valley School District, governing bodies of said activities, school buildings and individual clubs, groups, and athletic teams. The rules and regulations of each extracurricular activity cover areas including, but not limited to, academic and attendance expectations, behavior, drugs, alcohol and tobacco, and specific team rules. Participation in extracurricular activities is a privilege made available to students who agree to abide by the expectations stated in the Extracurricular Code and those developed by each respective coach or advisor.

Questions or concerns related to extracurricular activities should be directed to the athletic director's office (for sports-related issues) and the principal's office for all others.

For purposes of this policy:

- ☆ Extracurricular activities will be defined as those activities that occur before 7:40 a.m. or after 2:36 p.m. (including school-sponsored summer activities), or those unevaluated/ungraded activities that are incorporated in the school day.
- ☆ Curricular activities will be defined as evaluated/graded content offerings scheduled between 7:40 a.m. to 2:36 p.m.
- ☆ Students and parents must sign confirmation that they have read and understand the Extracurricular Code prior to participation in extracurricular activities.

**The Extracurricular Eligibility Policy, in addition to all other district policies, applies to all participants in extracurricular activities. Athletic participants are also governed by the PIAA rules.**

## THE POLICY

### I. Academic Requirements

- A. The academic performance of extracurricular participants will be monitored on a weekly basis. Students in grades 9-12 who fall below a 60 percent in more than one (1) class will be declared academically ineligible for the following week. Students in grades 7 and 8 who fall below 60 percent in more than two (2) core classes will be declared academically ineligible for the following week. **Academic ineligibility** means that the student will not be permitted to participate in any scheduled interscholastic athletic contest or event during the suspension period.
1. Students will be required to seek academic help before and/or after school or during other available times as necessary.
  2. Students will be given permission to seek additional academic help after school without penalty in their extracurricular activity provided they produce valid documentation regarding the help session.
  3. Students may be permitted to practice with their team or group during the period of academic ineligibility in accordance with items 1 and 2 above.
  4. Students *will not* be permitted to dress in uniform for any interscholastic athletic contest or game during the suspension period.
  5. Students *may* be permitted to travel with the team or group to any official contest or event with administrative approval.

- B. Academic eligibility is determined each Friday by 11 a.m. The period of suspension runs from the Sunday immediately following that Friday until the next Sunday.
- C. Students on academic suspension of three (3) or more consecutive weeks during the season may be dismissed from the activity by the head coach, advisor, or administration.
- D. The student, the student's parents or guardians, teachers, the head coach or advisor, the school administration, and the counseling department will all be notified in writing by the athletic director/administrative assistant to the athletic director of the student's suspension or probation.
- E. According to PIAA regulations, if a student's grades are not passing minimum standards at the end of the marking period, that student will be placed on suspension for a period of 15 school days at the start of the next marking period. This suspension begins on the first day report cards are issued.
- F. Academic performance will be regarded as continuous from one year to the next and from middle school to high school. At the end of the school year, the student's final credits in his subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period.
- G. Students whose work does not meet minimum standards but who attend summer school and correct their deficiencies, shall be eligible.

## **II. Attendance requirements**

- A. A student must be in school by 8:50 a.m. in order to attend or participate in an athletic contest/practice or activity that day. If a student checks into school after 8:50 a.m., exceptions will be made by the building administration if the student presents an approved excuse. Examples of approved excuses include:
  - 1. Illness – must have a doctor's note. Parent notes are not considered approved excuses for this attendance requirement
  - 2. Medical appointments – must have a doctor's note. Parent notes are not considered approved excuses for this attendance requirement. Except when ill, if appointments are not first thing in the morning, students should go to school on time, leave for the appointment, and return to school.
  - 3. College visits [max of three (3) days with prior approval]
  - 4. Prior approved trips/vacations (with approved travel form)
  - 5. Religious observance/instruction
  - 6. Family death
  - 7. Required court attendance – must provide documentation
  - 8. Family emergency
  - 9. Unexcused: any absence which is not covered under the above definition of an excused absence is classified as unexcused for any students.
  - 10. Please note: driving permit tests, driver license tests, driver license photo/renewal appointments are not excused absences..
- B. Students leaving early from school where students miss two (2) or more hours may not participate in contests, practices, or other activities unless it is an approved absence (see approved absences above). Appropriate excuse documentation must be presented to the Athletic Director prior to participation.
- C. If a student is absent for a half day or full day the last school day of the week, including shortened holiday weeks, and the following activity is on a non-school day, the student is not eligible to participate. Consequently, students must attend school for a full day prior to participating in any activity. Exceptions will be made by the building administration if the student presents an approved excuse. Approved excuses are listed in Section IIA.
- D. If students have an open block during second period, speak to the Athletic Director for further direction prior to arriving late.
- E. Two-hour delay school days: on days that the district or CVHS/GGHMS have a two-hour delay, students who arrive late to school (after 9:40 a.m.) are not permitted to participate in their extracurricular activity unless a student presents an approved excuse. Approved excuses are listed in Section IIA.

- F. According to PIAA regulations, any student absent for 20 or more days during a semester, **whether excused or unexcused**, is ineligible until he/she is in attendance for 45 school days beyond the 20th day of absence.

### III. Behavioral Expectation Requirements

**Behavior Expectations** - Students who participate in CV extracurricular activities are expected to adhere to high levels of sportsmanship, exemplify good character, demonstrate respect for self and others, and act appropriately at all times, both in and out of school. This applies to both in-season and off-season time periods as well as periods of preparation for other school activities such as stage and music performances and club competitions and events. These expectations are exceptionally important in all interactions involving teammates, opponents, coaches/advisers, fans, and officials. Students who fail to adhere to the behavioral expectations of the Extracurricular Code may be denied the privilege to participate in extracurricular activities. See action code #44 “Suspension from School Athletics” in Appendix A: Discipline Decision-Making Guide where applicable.

- A. **Unsportsmanlike Conduct:** A display of unsportsmanlike conduct, including use of profanity, toward an opponent or official during a practice or activity will result in counseling by the head coach or adviser and possible suspension from the activity. Spectator unsportsmanlike conduct may also be subject to disciplinary action.
- B. **Criminal Infractions/Inappropriate Conduct:** Any criminal infractions or inappropriate conduct determined by the head coach, advisor and/or administration to be detrimental to other participants, the extracurricular program, or the school district in general, that occur during the season or throughout the school year, whether on or off school property will result in a meeting. The meeting may include the participant, their parents, the head coach/advisor, and school administration as appropriate. The meeting will be conducted for the purpose of reviewing the incident and applying the standards of the Extracurricular Code. If it is found that the student has violated the Extracurricular Code in this category, the student may be suspended or removed from the activity. Serious and/or consistent violations of the Extracurricular Code during the off-season may result in a student being suspended or denied participation in the upcoming season for part or all of that season.
- C. **Theft/Damage:** Theft/damage to school property denotes poor school citizenship and the student involved will be referred to the principal for disciplinary action.
- D. **Drugs, Alcohol Tobacco and/or Nicotine Products:** A student found to be selling, providing, in possession of, or under the influence of drugs, alcohol, tobacco, and/or nicotine products, whether in school-related or non-school related activities, whether on or off school campus, will be assigned to a period of loss of privileges. A first offense will generally involve loss of privileges for 45 to 60 calendar days. Infractions related to the selling or furnishing of drugs and/or alcohol may face loss of privileges assignments of 90 to 180 days. If the school year concludes before the period of loss of privileges has been completed, loss of privileges will continue at the beginning of the next school year. Any paraphernalia violations where there is no evidence of illegal substances may be limited to 15 to 30 days loss of privileges. Penalties will not be cumulative from Gerald G. Huesken Middle School to the CV High School.
  - 1. A suspension can be reduced to 20 days for a first offense if the student successfully completes a drug and alcohol program and performs 20 hours of community service. Both the drug and alcohol program and community service must be approved by administration. The student may complete the drug and alcohol program through the school’s Student Assistance Program (SAP) or through a private provider at their own expense.
  - 2. A subsequent drug or alcohol offense in accordance with this policy will result in loss of privileges for one (1) calendar year. Any exceptions with a second offense due to unique or mitigating circumstances must be appealed to the superintendent who may place conditions for such exceptions as deemed appropriate. There will be no administrative appeals for additional drug and alcohol violations.
  - 3. **Exemption from Drug, Alcohol and Tobacco Policy:** A student may be exempted from the requirements of this policy if he or she voluntarily seeks help for a substance abuse or alcohol

problem before he or she involved in any action which might result in the application of this policy. That request for help can be made to any staff member who will refer the student to the Student Assistance Program (SAP) or counselor. A student's exemption from disciplinary action is dependent upon their full cooperation with the recommendations of the SAP or counselor. The exemption from disciplinary action relates only to the admission of substance abuse and the request for help. It does not apply to any future violations of the drug and alcohol policy.

E. **Administrative Action:** The following administrative actions may be used in response to violations of the Extracurricular Code:

1. **Suspension:** During a suspension for disciplinary reasons:

- a. The student will not be permitted to participate in any scheduled game or event during the period of suspension.
- b. They may be permitted to practice with their team or group during the period of suspension.
- c. They may *not* be permitted to travel with the team or group to any official contest.
- d. They will *not* be permitted to dress for a game or contest during the period of suspension.

2. **Loss of Privileges :** Students may be assigned to loss of privileges for violations of the Extracurricular Code. Students assigned to loss of privileges are prohibited from the following:

- a. Participation in or attendance at home or away extracurricular activities (including school-sponsored, extracurricular field trips, and special events).
- b. Driving to or from any school property.
- c. After-school, non-academic use of facilities.
- d. Participation in leadership and representative positions.

The length of a loss of privileges assignment may vary according to the nature of the violation. Loss of privileges will be assessed using calendar days. Students assigned to more than 20 days of loss of privileges may be provided an opportunity to reduce the duration of their assignment. Such reductions shall be granted in accordance with the successful completion of conditions that have been determined by administration to be rehabilitative in nature.

*NOTE: Refer to Section III - D for additional information on loss of privileges for violations of the Extracurricular Code in the area of drug, alcohol and tobacco/nicotine products.*

#### IV. **Team/Club Membership**

Students are expected to accept the rules, regulations, and responsibilities that are unique to their selected extracurricular program(s). Students are expected to willingly accept these obligations as condition for membership on any teams/clubs.

##### A. **Earning a Varsity Letter**

1. Completion of the sports season, including post-season, playoffs, and exhibitions is required to earn a varsity letter or be eligible for other team or individual awards.
2. Exceptions to this rule will include medically excused absences and extenuating circumstances approved by the head coach and/or administration.
3. Students who quit or are removed from extracurricular activities for disciplinary reasons during the season are not eligible to earn a varsity letter or other awards for that season.

B. When provided, students shall use **school transportation** for travel to and from away activities.

Exceptions to school transportation include:

1. Injury requiring alternate transportation.
2. Students may ride home with their own parents/guardians only. Prior arrangement made in writing between the participant's parent/guardian and the athletic director/advisor/coach for the student to ride with their parent/guardian.

##### C. **Equipment:**

1. All equipment/uniforms issued to participants are considered to be the property of Conestoga Valley School District and as such must be returned at the conclusion of the season.

2. Equipment/uniforms must be returned according to the directions and conditions set forth by the head coach/adviser or their designee.
3. Equipment/uniforms must be maintained in good condition and if lost, stolen, or damaged become student obligations. All extracurricular obligations must be met prior to students being permitted to participate in the next season's activities or subsequent extracurricular activities in the same school year.

**D. Removal/Quitting**

1. An athlete may not quit one sport or club and participate in another after the first two weeks of practice without the consent of the athletic director or building administration.
2. A student suspended from a team may not practice in another sport or activity until the present sport/activity is ended unless approved by the athletic director and administration.

**E. Participation in Multiple Activities:** Student-athletes who wish to participate in more than one sport *during the same season* must obtain prior approval from the athletic director and administration. Approval of coaches/advisors is required for students who wish to participate in one sport and/or one or more extracurricular activities occurring at the same time (administrative approval is not required in these cases).

**F. Issues and Concerns:** While participating in extracurricular activities, if a student has a question or experiences a problem regarding team or club rules and/or the decisions of the coach/adviser, they should make arrangements to:

1. Meet with the coach/adviser privately at a mutually agreeable time to discuss the matter.
2. If issues of this nature are not resolved, the matter should be referred to the athletic director (for sports-related issues) or middle school or high school principals for all other activities.

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# Pupil Services

Pupil Services are programs that support the overall mission of the district by ensuring that students have or attain competencies necessary to benefit from the instructional program. Pupil Service staff can identify and remove barriers in order for a student to benefit from instruction. Examples of pupil service staff are school psychologists, school counselors, school nurses, and home-school visitors.

## Framework for Pupil Services

### ☆ Developmental Services:

Counseling, psychological, health that support students in addressing academic, behavioral, health, personal, and social developmental issues.

### ☆ Diagnostic, Intervention, Referral Services:

Identify barriers that limit a student's success in school, engage in activities to limit/eliminate those barriers, refer to school-based professionals or community-based assistance.

### ☆ Consultation and Coordination Services:

Partnerships with parents, families, staff, community resources to address barriers to educational objectives.

**Care Team:** Threat assessment is the primary role of the Care Team. It is a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. See action code 41 "Care Team Screening" in Appendix A: Discipline Decision-Making Guide where applicable.

Threat assessment is a prevention strategy.

- ☆ School communities work together to identify student threats before they become acts of violence
- ☆ Schools have systems in place to process information
- ☆ Students receive assistance through early identification

**Gifted Screening and Evaluation Procedures:** Conestoga Valley School District advocates for appropriate educational opportunities for all students. Students are screened in second grade to determine if additional assessment is necessary to consider gifted programming. Students may be identified based on multiple criteria as listed in district procedural guides. This program services students who demonstrate advanced abilities who require additional programming to meet their needs under Chapter 16 of the Pennsylvania School Code. Parents with questions on this process or results can contact the school psychologist assigned to their building. If you feel your child may be in need of gifted services, you may request that your child be considered for evaluation. Parent requests should be made in writing to the building principal.

**Group & Individual Counseling:** In addition to the developmental aspect of pupil services, there are a range of other services available. Group discussion opportunities are provided at all levels. Topics include information on changing family structures, general growth and development, and special focus groups. Individual counseling is provided to students who need more extensive support than can be provided in a group or classroom setting. School counselors will not become involved in extended therapy sessions. They will, however, work to assist the students and the parents to secure the needed assistance in the community.

**Agency and Community Referrals:** Many obstacles to a child's learning are not school oriented and they require specialized treatment. Counselors work with parents in seeking appropriate services in the community. They are also available to coordinate the services of the agency/private practitioner with that of the school.

**RtII (Response to Instruction & Intervention):** Services are available in each elementary building, the Middle School, and the High School for students who are not realizing success in school. A specially trained team made up of

an RtII teacher/coordinator, subject teachers, administration, school counselors, and other professional staff, is available to work with parents, teachers, and students in establishing a plan for student success.

**Home School Visitor:** A home school visitor is available to students and their parents at times when individual or family problems arise. The home school visitor maintains close contacts with other pupil service workers and coordinates those services to the family. In addition, the home school visitor is familiar with all local community agencies and can assist a family or student in obtaining needed services.

**Child Abuse Reporting:** The Pennsylvania Child Protective Services Law requires school personnel and school volunteers to report suspected child abuse to ChildLine at (800) 932-0313 or electronically to the [PA Child Welfare Information Solution \(CWIS\)](#). The school's role is limited to reporting the incident-not investigating it. The law does, however, require the schools to cooperate with the agency investigation.

**Parental Involvement:** The district places a strong emphasis on parental involvement. No one single factor is more effective in working with a child than cooperation and involvement of his/her parents. Parents and the school form a partnership in providing a network of support for the child during both normal life experiences and in times of difficulty. If that partnership fails to develop, the school's options in serving the child are greatly limited.

## FREE AND REDUCED PRICE MEALS

Conestoga Valley School District participates in the National School Lunch Program under USDA sponsorship. Thus, qualifying households may be eligible for Free or Reduced Price breakfast and lunch. One application may be used for all children in a household. Applications are distributed to students at the beginning of the school year. You may apply at any time during the school year. All information is strictly confidential. If you have not received an application, parents can obtain one from any school office or apply online at <http://www.compass.state.pa.us>.

Each building offers a variety of breakfast and lunch choices daily, as well as a la carte snacks and beverages. All meals served adhere to the USDA Meal Pattern and provide students with minimum of 1/3 of the USDA's recommended daily allowances.

## ONLINE LUNCH PAYMENTS

Conestoga Valley Food Services partners with SchoolCafe to provide parents a secure, easy, and convenient way to apply funds directly to student meal accounts online. Parents can check account balances and review student purchases. Parents will also receive notification when student meal balances run low. Registration requires a student's seven-digit ID number and can be done at [www.schoolcafe.com/conestogavalley](http://www.schoolcafe.com/conestogavalley).



# PUPIL SERVICES DIRECTORY

Pupil services include those services specifically designed to support the student throughout the educational process. Services include counseling, career education, health, psychological, and substance abuse. The staff of the department of pupil services falls under the direction of **Sarah E. Schaefer, Ed.S.**, Assistant to the Superintendent for Pupil Services.

## Counselors

Katherine Young, Brownstown Elementary  
Vicki Peck, Brownstown Elementary  
Ashley Gilgore, Leola Elementary  
Jennifer Cangialosi, Fritz Elementary  
Frank Violante, Smoketown Elementary  
Alexa Heffernan, Gerald G. Huesken Middle School  
Taylor Lantz, Gerald G. Huesken Middle School  
Mary McGarvey, Gerald G. Huesken Middle School  
Robert Capolupo, CV High School  
Morgan Myers, CV High School  
Douglas Helsel, CV High School  
Jill Stauffer, CV High School

## Psychologists

Katrina Gile, Fritz & Brownstown Elementary  
Erin Haugh, Leola & Smoketown Elementary  
Elizabeth Weidner, Gerald G. Huesken Middle School  
Courtney Dever, CV High School

## Home School Visitors/School Social Workers

Katie Reiff, MSW, LSW, HSV  
*Elementary Home School Visitor/School Social Worker*  
*Conestoga Valley School District*  
*Grades K-6*  
*2426 Old Philadelphia Pike*  
*Lancaster, PA 17602*  
*717-394-0555 ext. 6840*  
[katharine\\_reiff@conestogavalley.org](mailto:katharine_reiff@conestogavalley.org)

Jena Mable, LSW, HSV  
*Middle School Home Visitor*  
*Conestoga Valley School District*  
*Grades 6-8*  
*2114 Horseshoe Rd.*  
*Lancaster, PA 17601*  
*Phone: 717-397-1294 ext. 2011*  
[Jena\\_Mable@conestogavalley.org](mailto:Jena_Mable@conestogavalley.org)

Carla DiClemente, LSW, HSV  
*Bilingual Home and School Visitor/School Social Worker*  
*Grades 7-12*  
*Conestoga Valley SD*  
*2110 Horseshoe Rd*  
*Lancaster, Pa 17601*  
*717-397-5231 ext1020*  
[Carla\\_DiClemente@conestogavalley.org](mailto:Carla_DiClemente@conestogavalley.org)

## Administrative Asst. for Federal Programs

Laurie Groff, District Office

## Administrative Asst. for Pupil Services

Erika Molina, District Office

## Nurses

### High School

Nancy Lopez, MSN, RN – Certified School Nurse,  
Nursing Department Chair  
Karen Musser, BSN, RN – Health Room Nurse  
Melissa Rossos, LPN – Health Room Nurse

### Middle School

Keith Dieterle, MEd, RN – Certified School Nurse  
Elizabeth Messner, LPN – Health Room Nurse  
Suzanne Kennedy, BSN, RN – Health Room Nurse

### Brownstown Elementary School

Carla Andrews, BSN, RN, CSN – Certified School Nurse  
Janelle Martin, LPN – Health Room Nurse

### Fritz Elementary School

Ashlee Wagner, MSN, RN – Certified School Nurse  
Jennifer Schnapf, BSN, RN- Health Room Nurse

### Leola Elementary School

Susan Miller, MSN, RN – Certified School Nurse  
Katrina Krasinski, BSN, RN – Health Room Nurse

### Smoketown Elementary School

Susan Miller, MSN, RN – Certified School Nurse  
Jennifer Schnapf, BSN, RN – Health Room Nurse

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# Health Services

## Introduction to Health Services

CV provides a staff of school nurses and health room nurses in each building. These staff members coordinate state-mandated health programs and are available to handle illness and injury occurring while the child is in school. In addition to providing health room services, the nurses serve as resources to the classroom teacher and community on health-related issues.

All students will receive routine health services unless a parent/guardian submits to the building nurse a written notification of refusal for treatment. Please note that the results of the yearly health screenings will be available on the Parent Portal once results are obtained. If you have any questions, please contact your school nurse.

## ATTENTION PARENTS!

### Do Not Send Ill Children to School!

Please do not send your child to school if ill. The school will not provide diagnostic services nor will they allow your child to spend the day in the health room. Likewise, do not expect the nurse to treat/diagnose injuries or illness which occur at home. In both situations, the nurse will contact you and expect you to provide appropriate care including coming for your child.

**School Safety:** In cases where the principal, counselor, or nurse feels that a child's health or safety is threatened or is a threat to others, they will immediately contact the parent to refer to appropriate community resources. They may also refer to the home/school visitor for any necessary resources.

### Parents Responsible for Transportation: Car or Ambulance

School personnel are not permitted to transport ill students for any reason. If your child becomes ill or injured in school, you will be contacted and will be expected to make arrangements for transportation home or to a medical facility. In the event that you cannot be reached, the school may call an ambulance at your expense. Also, in the event of an emergency, the school nurse may call an ambulance before notifying parents/guardian if the nurse feels this action is appropriate.

**State-Mandated Services:** The state-mandated program requires physical exams for entry to school and at Grades 6 and 11. Dental exams are required for school entry and in Grades 3 and 7. CV recommends that these exams be performed by the family physician/dentist on forms provided by the school. In addition, vision, height, weight, and body mass index are checked annually. Scoliosis and hearing screenings are completed at intervals required by the state. Forms can be downloaded at [www.ConestogaValley.org/health](http://www.ConestogaValley.org/health).

**Health Clinic Services Not Available in School:** The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and to detect health problems early. Health room care is available for students who become ill or are injured while in school. Please do not expect the school to handle sickness or injury occurring outside of the school day.

\*If students become ill or injured during the school day, they must report to the nurse's office for evaluation. Students are not permitted to call home from cell phones for parents to pick them up.

**Special Medical Services:** Special medical services may be handled on an individual basis by contacting the nurse. Parents are expected to provide special equipment.

**Immunization Law:** Students are required by law to have immunizations up to date with all requirements met within the first five school days of a new school year. Exceptions to this law would be for medical reasons documented by your healthcare provider or religious/moral beliefs. Contact your school nurse if you have questions about immunizations. Low cost immunizations can be obtained at the PA State Health Center at 1661 Old Philadelphia Pike, Lancaster (717-299-7597). Also, the Lancaster General Hospital's ChildProtect Program offers immunizations free of

charge to persons who are without insurance coverage for immunizations. Information regarding ChildProtect can be obtained by calling 544-3138.

**Varicella (chicken pox)** is a reportable disease in Pennsylvania. Please notify the school nurse if you suspect your child has chicken pox.

**Head Lice:** While our school district does not routinely screen for head lice, the school nurses will help families to understand the treatment process which will help to eliminate this problem. School nurses will check other students as needed based on nursing judgment. Contact your school nurse for additional information concerning this issue or visit [www.ConestogaValley.org/health](http://www.ConestogaValley.org/health)

## **MEDICATION ADMINISTRATION IN SCHOOL**

Parents/guardians have the primary responsibility for the health of their children. As a rule, and if at all possible, medication should be taken at home. In the event that a medication needs to be administered during the school day, the parent/guardian must provide the following information:

For students requiring daily prescription medications:

- Written instructions/permission from a healthcare provider
- Written permission from the parent/guardian

For students requiring temporary over-the-counter medications:

- Written permission from the parent/guardian

**All medications must be in their original, labeled container.** The nurse will supply a medication order form as needed. The form may also be downloaded at [www.ConestogaValley.org/health](http://www.ConestogaValley.org/health)

For their safety, students are prohibited from carrying any controlled substance medications (such as Ritalin, Adderall, or narcotic pain relievers) at any time. Parents/guardians are required to deliver these medications to school personnel in the properly labeled prescription container. Students must deliver any temporary medication to the school nurse upon arrival to the building.

### **Administering Non-Prescription Medications (Over-the Counter):**

Non-prescription medications will be administered by the school nurse with:

- Written permission from the parent/guardian on the annual health data sheet; the health data sheet is electronic and can be found in the Parent Portal for annual completion.
- Written orders from our school physician

### **Exceptions:**

1. Inhalers – Students may self-carry emergency inhalers with written permission from the healthcare provider and the parent/guardian. Students using inhalers during the school day must report to the nurse's office for evaluation immediately following use.
2. Emergency Medication -- Students may self-carry life-saving medications with written permission from the healthcare provider and the parent/guardian.
3. Please notify the school nurse of any medication changes throughout the year.

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# Exceptional Children

## ANNUAL NOTICES

### **Annual public notice of special education services and programs, services for gifted students, and services for protected handicapped students**

State and federal special education regulations require each school district to provide notice to the community by publishing an annual public notice to parents, in newspapers or by other media, regarding the school district's identification and screening activities, the location and time of the activities, and also any evaluation activity which takes place in the Conestoga Valley School District. The district is required to provide a free appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 Pa. School Code §14. A school age child with a disability, who is determined to be in need of special education and related services, is identified as a child with a disability eligible for special education in need of specially designed instruction. The following are disability categories under IDEA:

- ☆ Autism
- ☆ Deaf-Blindness
- ☆ Emotional Disturbance
- ☆ Hearing Impairment
- ☆ Deafness/ Hard of Hearing
- ☆ Intellectual Disability
- ☆ Multiple Disabilities
- ☆ Orthopedic Impairment
- ☆ Other Health Impairment
- ☆ Speech and Language Impairment
- ☆ Specific Learning Disability
- ☆ Traumatic Brain Injury
- ☆ Visual Impairment Including Blindness

## GIFTED EDUCATION

Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code §4 (relating to academic standards and assessments) may request in writing that their child be evaluated under the criteria of 22 Pa. School Code §16.22.

## EARLY INTERVENTION

In Pennsylvania, any child between three years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an "eligible young child." Children who are less than the age of beginners and at least three years of age are considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For more information please contact the Lancaster-Lebanon Intermediate Unit 13 at 717-606-1601.

Eligible young children are afforded the same rights under IDEA and 22 Pa. School Code §14 as school age children in order to determine if they are eligible to receive special education services through the screening and evaluation process. Once a child is determined to be eligible to receive special education, an individualized education program (IEP) will be developed for the child.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention System Act. Screening for preschool children is available through the Lancaster-Lebanon Intermediate Unit. For additional information please contact the Lancaster-Lebanon

## **SURROGATE PARENT**

Conestoga Valley School District will arrange for the appointment of a surrogate parent for any student having or suspected of having a disability when the student has no parent, if the parent cannot be located, when the student is a ward of state, or when the child is an unaccompanied homeless youth. The surrogate parent may not be employed by an agency serving the student and must be trained to assure adequate representation for the student.

## **PSYCHOLOGICAL SERVICES**

Psychological services assist in the identification of students with possible disabilities, support for students with behavioral difficulties, and strategies for students with academic problems, which may or may not be caused by an identified disability. Parents are not charged for psychological counseling services that students require if the service is a necessary related service in the child's Individualized Education Program (IEP).

## **SCREENING**

Screening activities are conducted on an on-going basis throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Parents can request screening in writing for their children by contacting the school that their child attends. When screening indicates that a student may be a child with a disability eligible for special education, the school district will seek parental consent to conduct an evaluation.

Screening activities cannot block the rights of a parent to request, at any time, including prior to or during instructional support activities, an evaluation for the purpose of determining if the student is a child with a disability and eligible for special education services.

## **EVALUATION**

"Evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for special education and related services. Evaluation procedures used are determined on an individual basis by a Multi-disciplinary Evaluation team, which includes the parents. Parents are asked to provide permission to conduct the evaluation via a Permission to Evaluate-Consent Form. The evaluation team takes into consideration cultural issues as they determine the assessment tools that will be administered for the student. A single test or procedure cannot be the sole factor in determining that a child is eligible for special education services. The initial evaluation shall be completed and a copy of the evaluation report shall be presented to the parents no later than 60 calendar days after the agency receives written parental consent. Evaluation for the purpose of determining if a child is a child with a disability eligible for special education does not include the procedures or basic tests that are administered to all children. Parents who think their child is a child with a disability may request, at any time, that the school district conduct an evaluation to determine if the child is eligible to receive special education and related services. This request must be made in writing to the Asst to the Superintendent for Pupil Services. If a parent makes an oral request for an evaluation to any professional school employee or administrator, the school district shall provide the parent with a Permission to Evaluate - Evaluation Request Form to complete within 10 calendar days of the oral request.

### **Independent Educational Evaluation**

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child, subject to the provisions outlined below. The district shall provide to parents, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and criteria applicable for independent educational evaluations as set forth below. For the purposes of this part, "independent educational evaluation" means an evaluation conducted by a qualified examiner who is not employed by the district and "public expense" means that the district either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.

A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the district. If a parent requests an independent educational evaluation at public expense, the district, without unnecessary delay, either initiates a hearing under procedures described below to show that its evaluation is appropriate or shall ensure that an independent educational evaluation is provided at public expense. If the district initiates a hearing and the final decision is that the district's evaluation is appropriate, the parent still has

the right to an independent educational evaluation, but not at district expense.

If a parent requests an independent educational evaluation, the district may ask for the parent's reason why he or she objects to the district's evaluation. However, the explanation by the parent is not required and the district may not unreasonably delay either providing the independent educational evaluation at public expense or initiating a due process hearing to defend the district's evaluation.

### **Parent-Initiated Evaluations**

If the parent obtains an independent educational evaluation at private expense, the results of the evaluation must be considered by the district, if it meets the district's criteria, in any decision made with respect to the provision of FAPE to the child. In addition the independent educational evaluation may be presented as evidence at a Due Process hearing.

## **EDUCATIONAL PLACEMENT**

After the evaluation team has determined that the student is eligible for special education, an IEP team develops an educational program, based on the evaluation, which identifies the type of services, the level of intervention, and the location of intervention. The IEP team must include:

- ☆ A school district representative (LEA)
- ☆ The general education teacher
- ☆ The special education teacher

The child's parents and the student when 16 years of age or older

An IEP describes a student's current educational levels, goals, and objectives, and the individualized programs and services necessary to provide the student with FAPE. These services may include:

- ☆ Learning support class
- ☆ Life skills support class
- ☆ Emotional support class
- ☆ Sensory support
- ☆ Deaf or hard-of-hearing class
- ☆ Blind or vision loss class
- ☆ Speech and language support class
- ☆ Physical support class
- ☆ Autistic support class
- ☆ Multiple disabilities support class

A student's special education placement must be made in the least restrictive environment in which the student's educational needs can be addressed. All students with disabilities must be educated to the maximum extent appropriate with their non-disabled peers. A student's IEP is reviewed on at least an annual basis.

## **SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, and 22 Pa. School Code Chapter 15, the district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide an equal opportunity to participate in and obtain the benefits of the school programs and participate in extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits one or more major life activities which prohibits participation in, or access to, an aspect of school programs. These services and protections for "protected handicapped students" are different from those applicable to all students eligible or thought to be eligible for special education services and must be designed to meet individual educational needs of the handicapped individual as adequately as the needs of non-handicapped persons are met.

The school district or parent may at any time initiate an evaluation of a student. Parents who wish to have a child

evaluated should contact their building principal or school counselor for further information on the evaluation procedures and provision of services to protected handicapped students.

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# Living Arrangements

## LIVING ARRANGEMENTS AND DETERMINATION OF RESIDENCE

### Custody Issues

It is the school's policy that the child always return home to the parent with custody.

**Determination of Custody:** Determination of child custody is a legal process, not an educational one. Once custody is determined by the courts, the parent must provide the schools with a copy of that court order. In the absence of such a document, the school will assume that the parent with whom the child resides has custody.

**Determining Residency:** The residency of the child is assigned through custody. A child may not live with a parent in another district and attend CV because the non-custodial parent resides in this district. At the end of the school day, the child always returns home to the parent with custody unless written instructions are received from the custodial parent prior to the change. The child's attendance is the responsibility of the custodial parent.

**School Records:** See pages 76-77.

**Access to Child by Non-Custodial Parent:** Unless specifically prohibited by the courts, non-custodial parents may have access to the child during school hours if such access is in the best interest of the child. School authorities, acting in loco parentis, may deny such access. The key to the decision is what is determined to be in the child's best interest. Schools may notify the custodial parent prior to contact. Permission of custodial parent is not required.

Non-custodial parents may not take the child off school premises without consent (may be required in writing) of the custodial parent.

**Legal Rights of Stepparents:** Stepparents have no legal right to the child except as described in the section under Student Records. Stepparent signatures are not valid on school documents unless written permission is provided by the parent.

**Non-Custodial Mailing List:** Mailing lists of non-custodial parents are kept by each school. It is your responsibility to inform the school of your current address.

### Change of Address

Any change of address necessitates completion of a change of address form in person.

**Residency:** A student's legal residence is where his/her parents/guardians reside.

There are only five exceptions to this:

1. **Court Placement:** Foster child placement—a non-district child placed by the courts into a home in CV.
2. **Affidavit of Guardianship:** The School Code permits a resident to allow a non-resident child to live in their home on a permanent basis. The living arrangement may not be only during the school year for school purposes. Children meeting the requirements of this section are considered to be residents and, therefore, have all the rights & responsibilities as a resident student.
  - Likewise, the resident who sponsored the guardianship is also fully responsible and liable for the child's education including attendance, discipline, and all school-related matters.
  - A child's parent may be expected to sign the affidavit to verify the placement of their child.
  - A guardian must be 21 years old. For more information, contact the building principal or the district case worker.
3. **Emancipation:** Students who are on their own and living apart from parents and reside in CV may apply for emancipation for school purposes. An emancipated child is freed from all restraints and controls of the parent, financially independent, and totally responsible for all aspects of his/her education.
  - Persons wishing to attend CV as emancipated students shall contact the home school visitor or the administration or counselor for specific details.



- Emancipation may be denied by the school if the district is not satisfied that the applicant meets all criteria.
- 4. Tuition student: The Board may allow a non-resident to attend CV on a tuition basis. Application is through the Office of the Superintendent.
- 5. Tuition waiver: The Board may allow a non-resident to begin or end a school year in CV pending the family's move. Such permission is for a maximum of one marking period. In addition, juniors who are in good standing and whose parents were residents on the last day of their junior year may attend their last year at CV tuition free. Application must be filed through the building principal.

## Living at an Alternate District Residence

It is generally assumed that both parent and child live in the same home. If a child leaves the home of the parent and moves into another home in the district, the building principal must be informed and an affidavit must be completed by parent and guardian. The guardian will then be fully liable for all acts of the child. All information will also be sent to the guardian rather than parent.

## Attendance Areas

Each elementary school has clearly defined geographic attendance areas. The student's residence determines the school they must attend.

## Homeless Children

Any resident child that becomes a "homeless child" may continue attending their current school when the child's family becomes homeless. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence which can include the following conditions:

- ☆ Sharing housing with other persons due to loss of housing or economic hardship
- ☆ Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation
- ☆ Living in emergency, transitional, or domestic violence shelters
- ☆ Abandoned
- ☆ Living in cars, parks, public spaces, or other places not designed for or ordinarily used as regular sleeping accommodations for human beings
- ☆ Living as migratory children in above conditions
- ☆ Living as runaway child
- ☆ Living as school age unwed mothers in homes for unwed mothers if they have no other accommodations

a. Enrollment: To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by parent/guardian, the district will consider views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information to contact the previous school for oral confirmation of immunizations, and request records from the previous district (as per Policy CV 206).

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. Parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal, and procedures to use for appeal.

b. Services: Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation, free and reduced lunch programs, vocational and technical (CTC) programs, preschool programs, programs for students with limited English proficiency, and educational services for

which students meet eligibility criteria.

c. **Transportation:** The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the districts shall agree upon a method to apportion the responsibility and costs of transportation.

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# Student Records (FERPA)

**Family Educational Rights and Privacy Act (FERPA) guarantees parents/eligible students certain rights concerning student records.**

## **POLICY**

The school has the right and responsibility to collect and maintain educational records on all students. Procedures for collection and maintenance are found in the district records policy (CV 216). That policy is based on the federal Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of student records by limiting their disclosure. No information may be collected without the informed written consent of the parent or the representational consent of the school board.

FERPA guarantees parents/eligible students (18 years of age or older) certain rights described below. For a copy of the complete policy, contact the building principal.

### **Access to Records**

Parents or eligible students have the right to inspect their child's or their own educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Records are purged at the end of Grades 6, 8, and 12. Parents have a right to see that information before it is purged. If interested, contact your building principal by May 1.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school, which specifically prohibits it. Report cards, progress reports, and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request. Non-custodial parents should make this request yearly.

### **Challenge to Records**

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and advise that person of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

### **Disclosure**

FERPA provides that educational records, except Directory Information, not be released without the written consent of the parent or eligible student except: to other educational institutions; at the order of the court or school board; or the health or safety of the student.

This information can be disclosed to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a School Board member; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information includes: student name; address; phone number; participation in school clubs, activities and sports; height and weight for athletic participation; attendance; degrees/awards; major field of study; and similar information. Federal law requires schools to provide Directory Information to military recruiters. The district may also release Directory Information to the press if deemed in the best interest of the student.

If you do not want some or all of this information about your child released, you may prevent its disclosure by sending a written request to the building principal prior to October 1 of each school year.

### **Records Transferred When Moving to Another District**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Discipline records are part of your child's educational record and will be released along with all other records, including students transferring to or from nonpublic schools.

### **Access to Pupil Records in Custody Situation**

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a current court order on file in the school which specifically prohibits it.

There are many types of child custody arrangements. Specific policies to cover every situation are impractical. The following guidelines and policies will be practiced:

- ★ Non-custodial parents shall have access to all educational information on their child unless prohibited by a court order specifically denying such access. The access is for information only. Educational decisions are made by the custodial parent.
- ★ All educational decision-making and decision-approving signatures shall be done by the custodial parent. Non-custodial parents may participate in teacher conferences concerning their child/children but not in a decision-making capacity. Both custodial and non-custodial parents are urged to attend the conference together.
- ★ Stepparents, grandparents, or friends of the parent do not have access to any educational information. Stepparents may have access only if a release is signed by the parent. Stepparent signatures on school documents are not permitted unless written permission is granted by the parent. Stepparents may attend parent-teacher conferences with their spouse. They may not attend without their spouse.
- ★ Non-custodial parents may request the school to send copies of the school's communication, report cards, and any other information relating to their child. Each year requests should be made in writing to the principal.

### **Complaints**

If you believe that the School District is not complying with Family Educational Rights and Privacy Act (FERPA) or not guaranteeing you the rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

Family Police Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

# District Personnel

## DISTRICT ADMINISTRATION

2112 Horseshoe Road  
Lancaster, PA 17601  
(717) 397-2421 • Fax (717) 397-0442

### Superintendent

Dr. Daniel Hartman ..... 717-397-2421

### Assistant to the Superintendent - Secondary

Dr. Donovan Mann ..... 717-397-2421

### Assistant to the Superintendent - Elementary

Dr. Jill Koser ..... 717-397-2421

### Assistant to the Superintendent – Pupil Services

Sarah Schaefer, Ed.S. .... 717-397-2421

### Chief Financial and Operations Officer

Adele Huntzinger ..... 717-397-2421

### Director of Finance

Anthony Spataro ..... 717-397-2421

### Director of Technology

Joshua Appleby ..... 717-397-5231

### Administrator for Non-Traditional Learning and

### Career Readiness

Mel Upton ..... 717-397-5231

### School Psychologists

Erin Haugh ..... 717-656-2068/717-394-0555

Elizabeth Weidner ..... 717-397-1294

Courtney Dever ..... 717-397-5231

Katrina Gile ..... 717-397-6021/717-397-5246

### Home School Visitor

Carla DiClemente ..... 717-397-5231

Jena Mable ..... 717-397-1294

Katie Reiff ..... 717-394-0555

### Public Relations Director

Katie O'Dell ..... 717-399-1544

### Chief Medical Examiner

LGHP Sports Medicine

### Chief Dental Examiner

Dr. Sara Gotwalt, DMD

## SERVICE BUILDING

160 Newport Road  
Leola, PA 17540  
(717) 656-2601 • Fax (717) 656-6806

### Director of Operations

Ken Johnson ..... 717-656-2601

Bus Transportation (Brightbill, Inc.) .. 717-656-2603

## SCHOOL PERSONNEL

### CV High School

2110 Horseshoe Road, Lancaster, PA 17601

(717) 397-5231 • FAX (717) 397-8841

Principal: Dr. Matthew Fox

Asst. Prin.: Dawn Eby, Travis Jones, TBD

Counselors: Robert Capolupo, Douglas Helsel,

Morgan Myers, Jill Stauffer

**Counseling Center** .....(717) 399-8291

### Gerald G. Huesken Middle School

500 Mt. Sidney Rd., Lancaster, PA 17602

(717) 397-1294 • FAX (717) 397-4404

Principal: Dr. Rachel Metzinger

Assistant Principals: Robert Gantz, Eric Hollinger

Counselors: Alexa Heffernan, Taylor Lantz, Mary

McGarvey

### Brownstown Elementary

50 School Lane, Brownstown, PA 17508

(717) 656-6021 • FAX (717) 656-9172

Principal: Dr. Andrew S. Graybill

Counselor: Connor Kime

### J.E. Fritz Elementary

845 Hornig Road, Lancaster, PA 17601

(717) 397-5246 • FAX (717) 397-6481

Principal: Michelle Trasborg

Assistant Principal: Kara Frazier

Counselor: Jennifer Cangialosi

### Leola Elementary

11 School Drive, Leola, PA 17540

(717) 656-2068 • FAX (717) 656-3247

Principal: Taylor Alouisa

Counselor: Ashley Gilgore

### Smoketown Elementary

2426 Old Philadelphia Pike, Lancaster, PA 17602

(717) 394-0555 • FAX (717) 394-2792

Principal: Kathleen Hernandez

Assistant Principal: Kara Frazier

Counselor: Frank Violante

### CVVA

Administrator for Non-Traditional Learning &

Career Readiness: Mel Upton, 717-397-5231

Elementary Coordinator: Dori Shetter, 717-397-5246

Secondary Coordinator: Dr. Annette Fecera, 717-397-5231

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# Appendix A: Discipline Decision-Making Guide

| K-12 Classroom-Managed Behaviors (Minors) |  | Actions, Consequences and Interventions |   |  |
|---|--|---|---|--|
|   |  | Required                                | Supplemental  | Repeated Minor → Major   |
| 100.0                                     | Academic Dishonesty - Minor                  | 12, 13, 18                              | 4, 8, 9, 15, 19, 20, 21, 22, 23, 24, 30                               | 12, 13, 18, 15, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30             |
| 101.0                                     | Dress Code Violation - Minor                 |   | 3, 7, 8, 16, 19, 20, 21, 22, 23, 24                                   | 12, 13, 18, 16, 19, 20, 21, 22, 23, 24, 27, 29                     |
| 102.0                                     | Failure to Follow Directives                 |   | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 19, 20, 21, 22, 23, 24, 30 | 12, 13, 18, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30     |
| 103.0                                     | Food or Drink Violation - Minor              |   | 3, 7, 8, 9, 10, 15, 16, 19, 20, 21, 22, 23, 24, 25                    | 12, 13, 18, 15, 16, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29         |
| 104.0                                     | Hall Pass Violation                          |   | 8, 10, 15, 16, 17, 19, 20, 21, 22, 23, 24                             | 12, 13, 18, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29     |
| 105.0                                     | Horseplay                                    |   | 2, 3, 4, 6, 7, 8, 9, 10, 11, 15, 16, 17, 19, 20, 21, 22, 23, 24, 30   | 12, 13, 18, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30     |
| 106.0                                     | Late to Class                                |   | 8, 15, 16, 17, 19, 20, 21, 22, 23, 24                                 | 12, 13, 18, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29     |
| 107.0                                     | Leaving Assigned Area                        |   | 1, 2, 3, 4, 7, 8, 9, 10, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24       | 12, 13, 18, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29 |
| 108.0                                     | Misrepresentation                            |   | 8, 11, 15, 16, 19, 20, 21, 22, 23, 24, 30                             | 12, 13, 18, 15, 16, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30         |
| 109.0                                     | Misuse of Electronic Device/ Network - Minor |   | 2, 3, 4, 6, 7, 8, 9, 10, 11, 15, 16, 17, 19, 20, 21, 22, 23, 24       | 12, 13, 18, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29     |



|           |  |  |   |  |
|-----------|--|--|---|--|
| 110.<br>0 | Not Attend Teacher Detention           |  | 15, 16, 19, 20, 21, 22, 24, 24  | <b>12, 13, 18</b> , 15, 16, 19, 20, 21, 22, 24                             |
| 111.<br>0 | Pestering, Teasing, Peer/Peer Conflict |  | 2, 3, 4, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 30   | <b>12, 13, 18</b> , 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30 |
| 112.<br>0 | Profanity - Minor                      |  | 1, 2, 3, 6, 8, 11, 14, 15, 16, 19, 20, 21, 22, 23, 24, 30                 | <b>12, 13, 18</b> , 14, 15, 16, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30     |
| 113.<br>0 | Property Damage - Minor                |  | 1, 8, 9, 15, 17, 19, 20, 21, 22, 23, 24, 30                               | <b>12, 13, 18</b> , 15, 17, 19, 20, 21, 22, 23, 24, 27, 29, 30             |
| 114.<br>0 | Public Display of Affection (PDA)      |  | 1, 2, 3, 7, 8, 9, 10, 15, 16, 19, 20, 21, 22, 23, 24                      | <b>12, 13, 18</b> , 15, 16, 19, 20, 21, 22, 23, 24, 26, 27, 29             |
| 115.<br>0 | Verbal/Noise Disruption                |  | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 30 | <b>12, 13, 18</b> , 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30 |

\*items **bolded** in repeated minor → major column indicates mandatory actions for administrators

| Non-PIMS Reportable / Office-Managed Behaviors (Office Discipline Referral - ODR) |                                 | Actions, Consequences and Interventions |  |
|---|---------------------------------|---|--|
|   |                                 | Required                                | Supplemental   |
| 200.<br>0   | Academic Dishonesty - Major     | 12, 13, 18, 29                          | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 33, 37, 38, 44,                                |
| 201.<br>0   | Cutting Class                   | 12, 13, 18, 29                          | 15, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 32, 33, 34, 37, 38, 44,                                |
| 202.<br>0   | Dress Code Violation - Major    | 12, 13, 18, 29                          | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 34, 37, 38, 44,                                    |
| 203.<br>0   | Extortion                       | 12, 13, 18, 29                          | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 33, 37, 38, 43, 44, 45, 46, 47, 48, 49, 50, 51 |
| 204.<br>0   | Fire Alarm/Equipment Abuse      | 12, 13, 18, 29                          | 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 34, 37, 38, 43, 44, 46, 47, 48, 49, 50, 51                 |
| 205.<br>0   | Food or Drink Violation - Major | 12, 13, 18, 29                          | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 37, 38, 44, 45,                                    |



|           |   |                    |  |
|-----------|---|--------------------|--|
| 206.<br>0 | Forgery (Non-Academic)  | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 33, 37, 38, 44,  |
| 207.<br>0 | Hazing  | 12, 13, 18, 29, 43 | 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 30, 32, 33, 37, 38, 44, 45, 46, 47, 48, 49, 50, 51                     |
| 208.<br>0 | Inappropriate Behavior Resulting in Unintentional Physical Injury | 12, 13, 18, 29     | 14, 15, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 33, 34, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 51     |
| 209.<br>0 | Inappropriate Touching  | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 30, 32, 33, 34, 37, 38, 44, 45,  |
| 210.<br>0 | Leaving Building Grounds Without Permission                       | 12, 13, 18, 29     | 14, 15, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 33, 34, 37, 38, 39, 44,  |
| 211.<br>0 | Misuse of Electronic Device/<br>Network - Major                   | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 33, 34, 37, 38, 44, 45,  |
| 212.<br>0 | Not Attend Administrator Detention                                | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 34, 37, 38, 44,  |
| 213.<br>0 | Possession of Inappropriate Items                                 | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 37, 38, 43, 44, 45, 46, 47, 48, 49, 50, 51                         |
| 214.<br>0 | Profanity - Major   | 12, 13, 18, 29     | 14, 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 30, 33, 34, 37, 38, 44, 45,  |
| 215.<br>0 | Property Damage - Major   | 12, 13, 18, 29     | 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 33, 34, 36, 37, 38, 44, 45,                                    |
| 216.<br>0 | Trespassing   | 12, 13, 18, 29     | 14, 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 37, 38, 43, 44, 46, 47, 48, 49, 50, 51                             |
| 217.<br>0 | Unprotected Expression  | 12, 13, 18, 29     | 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 33, 37, 38, 44, 45                                     |
| 218.<br>0 | Verbal Altercation  | 12, 13, 14, 18, 29 | 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 30, 32, 33, 34, 37, 38, 44, 45   |
| 219.<br>0 | Willful and/or Wanton Misconduct                                  | 12, 13, 18, 29     | 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 33, 34, 37, 38, 39, 43, 44, 45, 46, 47, 48, 49, 50, 51 |

| Safe Schools / PIMS Reportable |  | Actions, Consequences and Interventions |  |
|--------------------------------|--|---|--|
|                                |  | Required                                | Supplemental   |
| 1                              | Simple Assault on Student              | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 2                              | Aggravated Assault on Student          | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 3                              | Simple Assault on Staff                | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 4                              | Aggravated Assault on Staff            | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 5                              | Rape                                   | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51         |
| 6                              | Involuntary Sexual Deviate Intercourse | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 7                              | Statutory Sexual Assault               | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 8                              | Sexual Assault                         | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 9                              | Aggravated Indecent Assault            | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 10                             | Indecent Assault                       | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 11                             | Indecent Exposure                      | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 26, 30, 31, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 12                             | Open Lewdness                          | 18, 19, 27, 28, 29, 43                  | 12, 13, 15, 24, 26, 30, 31, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49,            |



|    |   |                        |  |
|----|---|------------------------|--|
|    |   |                        | 50, 51   |
| 13 | Obscene & other sexual materials & performances | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 14 | Sexual Harassment                               | 18, 19, 27, 28, 29, 43 | 12, 13, 14, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 15 | Racial/Ethnic Intimidation                      | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 15, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 16 | All Other Forms of Harassment/Intimidation      | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 31, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51         |
| 17 | Fighting  | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 21, 22, 24, 25, 26, 30, 33, 35, 36, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 18 | Minor Altercation                               | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 19 | Stalking  | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 20 | Kidnapping/Interference with Custody of Child   | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 46, 47, 48, 49, 50, 51                     |
| 21 | Unlawful Restraint                              | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 22 | Threatening School Official/Student             | 18, 19, 27, 28, 29, 43 | 12, 13, 14, 15, 21, 22, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 23 | Recklessly Endangering Another Person           | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 24 | Robbery   | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 25 | Theft and Related Offenses                      | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 21, 22, 24, 25, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46,                        |

|    |  |                        |  |
|----|--|------------------------|--|
|    |  |                        | 47, 48, 49, 50, 51   |
| 26 | Crimes Related to Criminal Homicide                          | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 27 | Bullying   | 18, 19, 27, 28, 29, 43 | 12, 13, 14, 15, 21, 22, 24, 25, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51 |
| 28 | Suicide - Attempted  | 18, 19, 27, 28, 29, 43 | 35, 39, 40, 41, 42, 49, 50, 51   |
| 29 | Suicide - Committed  | 18, 19, 27, 28, 29, 43 | 35   |
| 30 | Burglary   | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 31 | Arson and Related Offenses                                   | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 32 | Institutional Vandalism                                      | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 21, 22, 24, 25, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51     |
| 33 | Criminal Trespass  | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 34 | Rioting  | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 35 | Bomb Threats   | 18, 19, 27, 28, 29, 43 | 12, 13, 14, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51             |
| 36 | Terroristic Threats (excl. bomb threats)                     | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 37 | Failure of Disorderly Person to Disperse upon Official Order | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 24, 26, 30, 33, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51                 |
| 38 | Disorderly Conduct   | 18, 19, 27, 28, 29, 43 | 12, 13, 15, 21, 22, 24,, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50            |

|    |   |  |  |
|----|---|--|--|
| 47 | Possession, Use, or Under the influence of a Controlled Substance | 18, 19, 25, 27, 28, 29, 43             | 12, 13, 15, 21, 22, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50 |
| 48 | Sale/Distribution of a Controlled Substance                       | 18, 19, 25, 27, 28, 29, 43             | 12, 13, 15, 21, 22, 24, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50     |
| 49 | Sale, Possession, Use, or Under the Influence of Alcohol          | 18, 9, 25, 27, 28, 29, 43              | 12, 13, 15, 21, 22, 24, 26, 30, 33, 35, 37, 38, 40, 41, 42, 45, 46, 47, 48, 49, 50         |
| 50 | Possession, Use, or Sale of Tobacco                               | 18, 19, 25, 27, 28, 29, 43             | 12, 13, 15, 21, 22, 24, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50     |
| 51 | Cyber Harassment of a Child                                       | 18, 19, 27, 28, 29, 43                 | 12, 13, 15, 24, 25, 26, 30, 33, 35, 37, 38, 40, 41, 42, 45, 46, 47, 48, 49, 50             |
| 53 | Possession, Use, or Sale of Vaping Materials                      | 18, 19, 25, 27, 28, 29, 43             | 12, 13, 15, 21, 22, 24, 26, 30, 33, 35, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50     |
| 54 | Possession of Weapon  | 18, 19, 25, 27, 28, 29, 43, 46, 47, 48 | 12, 13, 15, 24, 26, 30, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50         |