



CONESTOGA VALLEY SCHOOL DISTRICT

# **Student Handbook**

**2018-2019**

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# District Information

## SCHOOL HOURS

**Elementary** ..... 9:00 a.m. - 3:35 p.m.

**Middle School** ..... 7:35 a.m. - 2:35 p.m.

**High School** ..... 7:40 a.m. – 2:45 p.m.

Secondary early dismissal ..... 12:30 p.m.

Elementary early dismissal ..... 1:15 p.m.

## BUILDING SECURITY

### Surveillance cameras in use

Surveillance cameras are in daily use in certain 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 [Facebook](#) and [Twitter](#). Information will also be shared with the following radio and television stations:

WGAL-TV

WPMT-TV

WROZ-FM (101.3)

WLAN-FM (96.9)

WJTL-FM (90.3)

WDAC-FM (94.5)

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.

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 wheel chairs. If you have a disability that requires other accommodations, call the building principal to discuss how we can best address your needs.

# CHARACTER EDUCATION: TRAIT OF THE MONTH

Character education is a districtwide emphasis on those values held to be important by our community.

Each month in this calendar has a character education trait as a theme of the month.

Parents are encouraged to discuss these traits with their children and to use everyday examples to reinforce them.

August	September	October	November
<p><b>Integrity</b> having the inner strength and commitment to do what is right even when no one is looking.</p>	<p><b>Responsibility</b> think before you act; consider the consequences on all people affected.</p>	<p><b>Respect</b> recognizing a sense of the worth or excellence of a person, thing, idea, etc.</p>	<p><b>Courtesy</b> respect for and consideration of people and property.</p>
December	January	February	March
<p><b>Caring</b> sensitivity to others' needs.</p>	<p><b>Dependability</b> fulfilling one's obligations and promises.</p>	<p><b>Tolerance</b> being respectful toward those whose opinions and practices differ from yours.</p>	<p><b>Honesty</b> telling the truth.</p>
April	May	June	July
<p><b>Perseverance</b> persistence/determination to overcome challenges.</p>	<p><b>Trustworthiness</b> demonstrating reliability, truthfulness and loyalty.</p>	<p><b>Patience</b> willingness to wait.</p>	<p><b>Character</b> the ability to know what is right and the courage to do it.</p>



## Character Ed

The logo for character education is a puzzle drawing of a person. The puzzle represents the many facets of character that make up the whole person.

# CONESTOGA VALLEY BOARD OF EDUCATION

Merle W. Esh  
Idette B. Groff  
Charles R. Maines

Dana G. Mead, Ph.D.  
Julia Reed  
Todd D. Shertzer

John R. Smucker  
Michael G. Talley  
Luis D. Torres

## School Board Meetings: Policy for Public Participation

District residents, taxpayers and parents may speak before the board following the policy 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, giving the nature of the presentation and the name and address of each speaker.

There will be a period for public comment at the beginning of the meeting and a period at the end of the meeting.

**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 and address before speaking.
- ☆ Each person may speak only once.
- ☆ Presenters will be given a maximum of five minutes (individual) or twenty minutes (group).
- ☆ 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.

The CVHS Library is open after school Monday through Thursday. 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 fund-raising activities with their building principal before implementing any projects from which proceeds are directly raised for or by our students. High school groups must submit a [Fundraising Request Form](#), found under the “Current Students” 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 is 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 the road connecting CV High School and Gerald Huesken 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 the road 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 Superintendent Dr. Dave Zuilkoski.

For information regarding civil rights or grievance procedures, contact the Office of the Superintendent (399-1542) at the Administration Center at 2110 Horseshoe Road, Lancaster, 17601.

## **Community Directory**

### **Community Offices**

Township Offices:

East Lampeter .....	393-1567
Upper Leacock .....	656-9755
West Earl .....	859-3201
Leola Community Pool & Park .....	656-9130
Leola Library Center .....	656-7920

### **Educational Support**

CV Education Foundation .....	397-5246 x207
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### **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 can exercise discretion in allowing students to participate in select activities.

**Bullying:** A student is being bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more students. CV does not accept bullying. CV's rules against bullying are: 1) We will not bully others; 2) We will try to help students who are bullied; 3) We will make a point to include students who are left out; 4) When we know somebody is being bullied, we will tell an adult at school and an adult at home.

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

**Detention:** Teachers may assign students "teacher detentions" with a one (1) day notice to the students. "Administrative detentions" are assigned through a disciplinary referral process by building administrator.

**Disruption of the Educational Process:** Any disruption of the school day by a student may lead to disciplinary action as outlined in the discipline code.

**Employee Harassment:** Harassment of the person or property of school employees, on or off school property, will not be tolerated and shall be dealt with according to the school discipline code.

**Expulsion:** Expulsion requires the action of the school board after a formal hearing is conducted. Expelled students under the age of 17 must have an educational plan provided by the parents.

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

**In-School Suspension:** Students removed from class by the principal are assigned to in-school suspension. Students are responsible for their school work during the time in suspension. Failure to serve extended day suspension for any reason not approved by an administrator will result in out-of-school suspension. If in-school suspension exceeds three (3) school days, an informal hearing will be offered. In-school suspensions may normally not exceed 15 school days for the entire year. Anytime beyond the 15 days shall be an out-of-school suspension or a recommendation for assignment to an alternative education program.

**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 397-2421.

**Parent Contact:** Parents shall be notified in writing when their child is assigned detention, in-school suspension, or out of school suspension. Elementary principals will send written notice to parents if their child's behavior is becoming a major problem and does not respond to routine disciplinary action.

**Performance Contracts:** A performance contract is a signed agreement between the student and the school specifying expected student behavior during an agreed upon period of time. Parents may be a part of that contract.

**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.

**Repeated Infractions:** If misbehavior at any level on the Discipline Code (pages 13-18) continues despite efforts to stop it, the infraction may be classified at the next level and appropriate discipline applied.

**Restitution of Damaged/Stolen Property:** Students are expected to make full restitution for property they've damaged or stolen.

**Social Probation:** A student placed on social probation will be prohibited for a defined period of time from the following school-related activities:

1. Participation in or attendance at extracurricular activities (including extracurricular field trips and special events such as athletics, dances, club meetings, and other social events).
2. Driving to/from any school property.
3. After school non-academic use of facilities.

**Student Assistance Program (SAP):** A team of professional staff persons is available to deal with mental health and drug and alcohol related problems (see page 23).

**Suspension:** A student may be suspended by the principal for three (3) days without a hearing or up to ten (10) days with an opportunity for an informal hearing (see HEARINGS/DUE PROCESS on page 11). Students shall make up missed work. During any suspension, a student is restricted from attending or participating in all school activities both during and after school.

**Use of Grades:** Lowering a student's grade as a disciplinary option is not acceptable unless assigned work is not completed or the offense is cheating. In any event, the lower grade would apply only to the specific incident and not to the total grade.

**Violations Occurring Outside the School's Jurisdiction:** 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. 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 48-53).

## 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.

**School Contact Information:** (Whom do I contact first?) First contacts should be teachers then counselors. If you need more help, contact the subject area supervisor of the particular department you need. For further information, you may contact the Assistant Principal, then the Principal.

## 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 effects 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 work days. The hearing officer has 10 work days 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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# Student Discipline Code

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

## **Code is Board Policy**

The Student Handbook is annually approved by the board as policy. Therefore, the Discipline Code is district policy. The discipline code applies to all students and has been developed so that students and their parents are aware of expectations for student behavior. The Code divides infractions into four (4) levels, gives examples of each type, and sets forth various disciplinary options. The Code also includes a minimum penalty for some offenses. The Code is based on Pennsylvania's Regulations and Guidelines for Student Rights and Responsibilities.

## **Building Level Regulations**

Each school in the district has supplemented this Discipline Code with a published set of additional rules and regulations which they feel necessary for the operation of their building. All those regulations become a part of the district's discipline procedure and are an extension of the Discipline Code. Therefore, building rules and regulations are district policy.

## **Detention**

School detentions at the secondary level will be held from 3 p.m. until 4 p.m. on Tuesdays and Thursdays only. Work and athletic events are not reasons to be excused from detention. Failure to serve a detention will result in assignment to two additional detentions or suspension. Students serving detention and/or their parents/guardians are responsible for transportation.

## **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**

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 employees 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 private 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 specially 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 Discipline Code. 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 Discipline Code 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 Discipline Code:

1. All misbehaviors have been classified under one of four levels. The levels progress from minor infractions through criminal offenses.
2. Level I offenses are often handled directly by staff members. However, teachers may choose to refer Level I offenses directly to administration.
3. Infractions are listed at the lowest level on which they will generally occur. Administration reserves the right to assign the level of an infraction depending on the seriousness/frequency of the offense.
4. The Examples of Infraction section provides examples but is not intended to be complete.
5. The Procedures section lists actions required from staff and administration for these offenses.
6. Disciplinary Options are examples of the kinds of disciplinary techniques which may be used. Examples listed may be used for offenses at a higher level, but will generally not be used at a lower level.

## LEVEL I

Infraction	Examples of Infractions	Required Action	Disciplinary Options
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<p><b>Level I: Conflicts With the Orderly Operatio of the Classroom/School</b></p> <p>Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of school. These misbehaviors shall be handled by the staff member who observes the infraction. Repeated misbehavior becomes a Level II violation. An accurate record of the offenses and disciplinary action is maintained by the teacher.</p>	<ol style="list-style-type: none"> <li>1. Disrupting the educational process</li> <li>2. Failure to complete assignments or carry out directions</li> <li>3. Tardy to class</li> <li>4. Classroom misconduct</li> <li>5. Inappropriate display of affection</li> <li>6. Failure to follow food/drink restrictions</li> <li>7. Hallway passport/hall pass misuse</li> <li>8. Non-defiant failure to follow directions or complete assignments</li> <li>9. Unprepared for class</li> <li>10. Possession of prohibited electronic devices.</li> </ol>	<ol style="list-style-type: none"> <li>1. Immediate intervention by the staff member who observes the infraction</li> <li>2. Repeated misbehavior requires a conference between the teacher and the student</li> <li>3. Parent contact and student conference must happen before moving to Level II</li> <li>4. Referral to Level II for guidance counselor or administrative involvement must be in writing</li> </ol>	<ol style="list-style-type: none"> <li>1. Verbal reprimand</li> <li>2. Apology to offended party</li> <li>3. Assigned seating</li> <li>4. Clean-up area</li> <li>5. Restriction as appropriate</li> <li>6. Parent contact</li> <li>7. Lunch detention</li> <li>8. Teacher detention</li> <li>9. Referral to counselor</li> <li>10. Performance contract</li> <li>11. Reduction of grade for cheating</li> <li>12. Social probation</li> <li>13. Referral to counselor and/or Student Assistance Program</li> </ol>
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## LEVEL II

Infraction	Examples of Infractions	Required Action	Disciplinary Options
<p><b>Level II: Serious Misbehavior that Disrupts the Learning Environment</b></p> <p>Misbehavior, through its frequency or seriousness that tends to disrupt the learning climate of the school, but does not directly affect health and safety of others. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of guidance counselors or personnel on the administrative level because the execution of LEVEL I disciplinary options have failed to correct the situations.</p>	<ol style="list-style-type: none"> <li>1. Disrupting the educational process</li> <li>2. Continuation of LEVEL I infractions</li> <li>3. Multiple level I infractions</li> <li>4. Improper dress</li> <li>5. Cheating &amp; lying</li> <li>6. Failure to serve detention for a teacher</li> <li>7. Unauthorized presence</li> <li>8. Possession of offensive material.</li> <li>9. Cafeteria misconduct (throwing food, removing food/drink)</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff person observing the behavior intervenes and refers to guidance counselor or administrator for action</li> <li>2. Administrator meets with the student and/or teacher</li> <li>3. Teacher is informed in writing of administrator's action</li> <li>4. Parents are sent written notice of misconduct</li> </ol>	<ol style="list-style-type: none"> <li>1. Administrator has discretion to use any LEVEL I option if warranted</li> <li>2. Restricted study hall</li> <li>3. Detention</li> <li>4. Clean-up area</li> <li>5. School/Community service</li> <li>6. Referral to Student Assistance Program (SAP)</li> <li>7. Suspension from class</li> <li>8. Schedule changes</li> <li>9. Zero for assignments missed (unlawful or class cuts only)</li> <li>10. In-school suspension</li> <li>11. Social Probation</li> <li>12. Hall pass privileges revoked</li> <li>13. Driving privileges revoked</li> </ol>

## LEVEL III

Infraction	Examples of Infractions	Required Action	Disciplinary Options
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**Level III: Acts Against Persons/Property Which Do Not Seriously Endanger Others**

Acts directed against persons or property but the consequences of which may not seriously endanger the health or safety of the individual or others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school and may be referred to law enforcement agencies.

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"> <li>1. Continuation of unmodified LEVEL I and II infractions, multiple level II infractions</li> <li>2. Rough/boisterous activity resulting in bodily harm/property damage</li> <li>3. Continual disobedience/inappropriate misconduct/disrupting the educational process</li> <li>4. Possession of items which may be used to cause bodily harm; i.e. stun guns, darts, etc.</li> <li>5. Acts of violence—fighting: physical contact</li> <li>6. Minor vandalism; trespassing; theft</li> <li>7. Abusive/obscene language and gestures, profanity, indecent conduct, sexual misconduct</li> <li>8. Cutting school, cutting class, tardy to school (chronic), leaving school grounds without permission, truancy, unexcused absence</li> <li>9. Bus misconduct</li> <li>10. Unauthorized use of parking facilities, violation of state vehicle code</li> <li>11. Disrespectful speech</li> <li>12. Open defiance of authority</li> <li>13. Harassment—see Harassment Policy</li> <li>14. Unacceptable computer use</li> <li>15. Misconduct at school-sponsored activities</li> <li>16. Possession/use of tobacco</li> <li>17. Gambling (see page 23)</li> </ol> | <ol style="list-style-type: none"> <li>1. Staff intervention and refer to administrator</li> <li>2. Administrator &amp; staff confer</li> <li>3. Administration meets with the student</li> <li>4. Required conference with parent &amp; student</li> </ol> | <ol style="list-style-type: none"> <li>1. Administration has discretion to use any LEVEL II option if warranted</li> <li>2. Removal from class</li> <li>3. Cell phone/electronics restriction and/or confiscation</li> <li>4. Gold Card privileges revoked</li> <li>5. Home instruction</li> <li>6. Referral to Student Assistance Program (SAP)</li> <li>7. Behavioral Intervention Plan (BIP)</li> <li>8. Suspension from class</li> <li>9. Restitution of property or damages</li> <li>10. Out-of-school suspension</li> <li>11. Expulsion</li> <li>12. Involvement of police</li> <li>13. Social probation</li> <li>14. In-school suspension</li> <li>15. Community service</li> <li>16. Detention</li> <li>17. Revocation of parking privileges</li> <li>18. Alternative Learning Program</li> <li>19. Prosecution with District Justice</li> </ol> |
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## LEVEL IV

Infraction	Examples of Infractions	Required Action	Disciplinary Options
<p><b>Level IV: Acts Against Persons/Property Which Seriously Endanger Property/Others</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to safety of others. These acts are generally criminal in nature and are so serious that they always require administrative intervention, appropriate school board referral, and referral to law enforcement agencies. Disciplinary options have failed to correct the situations.</p>	<ol style="list-style-type: none"> <li>1. Continuation of Level I, II, III infractions</li> <li>2. Aggressive physical action toward any district employee</li> <li>3. Assault and battery</li> <li>4. Extortion</li> <li>5. Possession/sale of stolen property</li> <li>6. Possession/use or furnishing/selling drugs (including over the counter drugs), alcohol or other controlled substances (see Drug/Alcohol Free Policy page 19)</li> <li>7. Possession, use or transfer of weapons— (see page 17) Requires referral to police and board hearing</li> <li>8. Bomb threat/false fire alarm—Requires notification of police/fire officials</li> <li>9. Disruption of the building or district educational program</li> <li>10. Arson, rape, or other criminal activities</li> <li>11. Disorderly conduct</li> <li>12. Possession/use of fireworks and explosives</li> <li>13. Major vandalism or theft</li> <li>14. Violent threats to cause harm</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff intervention— administrative referral</li> <li>2. Removal from the area</li> <li>3. Parent contact</li> <li>4. Administration meets with student</li> <li>5. Required conference with parent &amp; student</li> </ol>	<ol style="list-style-type: none"> <li>1. Prosecution</li> <li>2. Behavioral Intervention Plan (BIP)</li> <li>3. Suspension from class</li> <li>4. Expulsion</li> <li>5. In-school suspension</li> <li>6. Involvement of police</li> <li>7. Referral for Board action</li> <li>8. Out of school suspension</li> <li>9. Mandatory completion of the Student Assistance Program Assessment</li> <li>10. Alternative Learning Program</li> <li>11. Prosecution with District Justice</li> </ol>

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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 discipline code.

### **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.

**Weapon defined:** The definition of a weapon includes but is not limited to:

- ☆ Any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, BB gun, paintball gun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.
- ☆ A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components that can readily be assembled into a weapon.
- ☆ Any “look-alikes” of any items listed above.
- ☆ The possession of spray mace and/or any other noxious chemicals is NOT a violation of this policy; however, it is not permitted. Possession will result in disciplinary action. Furthermore, its inappropriate use will be considered a violation of this policy.

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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# 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-Alike 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 56.)

**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 19 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.

**Student Assistance Program (SAP):** see page 23.

**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.

## DRUG AND ALCOHOL DISCIPLINE

Offense	Consequence	Additional Actions
Non-school-related incident	See Extracurricular Code page 48-53	Referral to SAP, inclusion in student drug-testing program
School-related violation of Student Medication Policy (includes over-the-counter drugs, caffeine pills, aspirin, etc.)	Short-term discipline, parent contact	Referral to SAP, inclusion in student drug-testing program
Possession of drug paraphernalia (school-related)	3-5 days suspension <sup>1</sup> , 2-4 weeks social probation (see Extracurricular Code page 44-49), parent contact	Referral to SAP, D&A assessment <sup>2</sup> , inclusion in student drug-testing program
Possession, use, or under the influence: 1. School-related; 2. 1st offense; 3. Cooperative	5-10 days suspension, 6-9 weeks social probation (see Extracurricular Code page 48-53), parent contact, possible referral for expulsion	Referral to SAP, D&A assessment <sup>2</sup> , police contact, inclusion in student drug-testing program
Possession, use, or under the influence: 1. School-related; 2. 1st offense; 3. Uncooperative	Suspension pending hearing, referral for expulsion, 12-18 weeks social probation (see Extracurricular Code page 48-53), parent conference	Referral to SAP, D&A assessment <sup>2</sup> , police contact, inclusion in student drug-testing program
Possession, use, or under the influence: 1. School-related 2. 2nd offense	Suspension pending hearing, referral for expulsion	Police contact, inclusion in student drug-testing program
Distribution, sale, or furnishing of any drug, look-alike, alcohol, etc. in a school-related context. This definition includes possession with the intent to distribute.	Suspension pending hearing, referral for expulsion	Police contact, inclusion in student drug-testing program

<sup>1</sup> Readmission to class based on results of D&A assessment

<sup>2</sup> Failure to cooperate with D&A assessment could result in referral for expulsion

## STUDENT ASSISTANCE PROGRAM

A team of professionally trained staff is available in the secondary schools to deal with:

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

If you suspect that your high school or middle school student is involved with any of the above, you can get help by referring him/her to SAP through [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 teacher or counselor 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 [www.ConestogaValley.org/Health](http://www.ConestogaValley.org/Health). 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

Conestoga Valley Schools are a “smoke free” environment. 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.

- ☆ Smoking includes possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment, including electronic cigarettes (e.g. e-cigarettes) and/or vaping devices.
- ☆ Tobacco possession/use includes all tobacco containing products, including smokeless and chewing tobacco, and vaping related liquids, oils and/or waxes.

### Enforcement & Disciplinary Options

**Confiscation and Proof:** Tobacco products, nicotine products and/or smoking/vaping equipment discovered in the possession of a student will be confiscated and given to the building principal.

**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.

**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:

**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.

#### 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

## CVSD GAMBLING POLICY

The Conestoga Valley School District supports all federal and state laws regarding illegal gambling. Student gambling is strictly prohibited while in school, on school property, in school vehicles, at any school functions, or while in transit from home to school or school to home. Prohibited activities include but are not limited to betting, wagering, or selling pools on any event, whether 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. Appropriate discipline will be administered in accordance with the district’s Code of Student Conduct and discipline policies.

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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.

## 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.

## What is sexual harassment?

The official policy definition of sexual harassment sounds like a legal document. The information on this page is designed to help you fully understand what sexual harassment is and what you can do if you feel that you have been sexually harassed.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- ☆ Submission to such conduct is explicitly or implicitly required of the recipient; or,
- ☆ Submission to or rejection of such conduct is used as a basis of any school-related decisions affecting the recipient; or,
- ☆ The conduct has the purpose or effect of having a negative impact on the student's educational performance or of creating an intimidating, hostile, or offensive educational environment for students.

Consensual sexual activity between employees and students will be considered prohibited sexual harassment under this policy.

## Examples of Sexual Harassment

- ☆ Graffiti & being called obscene names
- ☆ Inappropriate touching by another person
- ☆ "Dirty" jokes, pictures, stories, cartoons, etc.
- ☆ Physically getting in somebody's way to make the person uncomfortable
- ☆ Pressure to go on a date
- ☆ Gesture of a sexual nature
- ☆ Requests for sexual favors
- ☆ Repeating of malicious gossip

## Examples of Other Harassment

- ☆ Bullying (see page 28)
- ☆ Hazing
- ☆ Threats (Verbal or written)
- ☆ Harassment relating to an individual's gender, race, color, sexual orientation, national origin, religion, or disability

## COMPLAINT PROCEDURES

**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 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 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 as defined by the district's policy may be subject to disciplinary action up to and including expulsion.

**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.

## Definition

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- ☆ Substantial interference with a student's education.
- ☆ Creation of a threatening environment.
- ☆ Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

## 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, which may include, but not be limited to:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## Bullying Prevention

All schools in Conestoga Valley have anti-bullying programs. All elementary and middle schools utilize strategies from the Olweus Bullying Prevention Program. Teachers have been trained in the use of classroom meetings for problem solving. The program also includes assemblies for students and strategies for parents. Gerald Huesken Middle and CV High Schools utilize robust transition and mentoring programs, involving students and adults, to help incoming students feel comfortable and connected in their new schools.

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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.

### **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.

### **Flag Salute & Silent Meditation**

Opening exercises will consist of a salute 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; Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or
7. 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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# Student Dress Code

The purpose of Conestoga Valley School District's Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression. While our goal is to maintain consistency throughout the district, it is important to note that the following policy may be supplemented by specific building rules.

1. Hats, hoods and sunglasses may not be worn during the school day. Any headwear worn must have a necessary function and be approved in advance by administration.
2. The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.
3. No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
4. No exposed cleavage will be permitted.
5. Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.
6. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
7. The bottom hem or edge of shorts, skirts and dresses may be no shorter than three inches above the top of the knee when standing.
8. Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment by a staff member will be required to change.
9. Skintight and close-fitting clothing is not permitted. Leggings, yoga pants, or similar tight pants worn alone are not permitted. Wearing leggings under shorts, skirts, or dresses is permitted if these items are the proper length.
10. No pajamas or sleepwear may be worn.
11. The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.
12. Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
13. Clothing containing holes, cuts, tears and/or rips that expose undergarments or skin are not permitted.

Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences as noted below in alignment with the district discipline code.

## CONESQUENCES:

**First Offense:** Student required to change, warning issued, and contact with parents.

**Second Offense:** Student required to change, assigned to detention or community service, phone contact with parents.

**Subsequent Offenses:** Continued violations of the dress code policy will result in further disciplinary action including, but not limited to, suspension from school and or school and daily checks by a CV employee.

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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 a 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 from Grade 1 until the age of 17. 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 8 years), until the age of 17 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.
- ☆ Students ages 17 and older have special attendance regulations (see page 35).
- ☆ 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 35 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 36 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 34).
- ☆ "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 excused absence, is classified as unexcused. For students under age 17 these absences are also unlawful.

**Excuse Cards Required:** Parents shall 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 17 or unexcused if 17 or older.

**The “7 Day Letter”:** After 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 in the office by a doctor. 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 17 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.

**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.

### **Attendance: 17 and Older!**

- ☆ Students 17 and older who have not graduated may not be asked to leave school if they are fulfilling the responsibilities of a student.
- ☆ Students 18 and older must have their parent/guardian sign their excuse card. An excuse card signed by a student who is 18 is unacceptable unless the student is legally emancipated.
- ☆ Any student 17 or older who misses 10 or more consecutive days of unaccounted absence will be dropped from the rolls.
- ☆ Unexcused absences for students 17 years of age or older must abide by all attendance rules and procedures. Failure to adhere to attendance rules will result in appropriate disciplinary action including but not limited to:
  - Warning
  - Detention
  - Community Service
  - Loss of School Privileges
  - Social Probation

## **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 insure 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 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 e-mail. E-mail 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.

## 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.

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

September 17, October 8, February 15, March 15, April 18, April 22, June 3, June 4, June 5. Emergency weather announcements are made using an automated phone/text/email system and posted on [ConestogaValley.org](http://ConestogaValley.org), [Facebook](#) and [Twitter](#), 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. Infractions of the Honor Code are divided into four levels with disciplinary options. Severity of the infraction and disciplinary options increase with each level. More than one disciplinary option may be assessed for a particular offense.

## INFRACTIONS OF THE HONOR CODE

### Level I: Homework

Infraction	Disciplinary Options
Copying homework from another source for one's own credit	Detention
Providing homework for someone else's credit	Redo assignment without credit
Copying homework from another source	Alternate assignment without credit
	Other teacher action

### Level II: Quiz and Test Taking

Infraction	Disciplinary Options
Cheating on a chapter unit test or quiz – written or oral	Report to administration
Sharing answers on a test or quiz	Detention
Cutting class which results in missing a test, quiz, or classroom project	Zero grade on the infraction
Repeated offenses of Level I	Report to parents
	Alternate assignment without credit
	Other administrative action as defined by the disciplinary code

### Level III: Plagiarism

Infraction	Disciplinary Options
Plagiarism on assignments as defined by the individual departments	Report to administration
Plagiarism in computer software	Redo assignment
Plagiarism on projects	Zero grade for the offense
Repeated offenses of Level II	Report to parents
	Alternate assignment without credit
	Student contract
	Other administrative action as defined by the disciplinary code

### Level IV: Theft/Destruction of Academic Materials

Infraction	Disciplinary Options
Stealing and/or destroying tests, grade book, attendance cards, teacher answer keys and test materials, or teacher lesson plans	Report to administration
Repeated offenses of Level III	Report to parents
	Student contract
	Out-of-school suspension

**GRADING SYSTEM:** Please refer to your individual school's grading policy listed in the school handbook.

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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 4.0 scaled 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.



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# Internet, Phone and Photo Use

## 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. Classroom use is only permitted at the teacher's discretion. 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

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.

Administration reserves the right to determine the severity of cell phone use infractions and assign levels of disciplinary action as appropriate. Disciplinary action regarding misuse of cell phone may include but not be limited to:

- ☆ Detention
- ☆ Community Service
- ☆ Cell Phone Restriction (cell phone turned off, turned in to the Main Office and picked up at the end of the day for a specified period of time)
- ☆ Banning of Cell Phone
- ☆ Loss of school privileges
- ☆ Social Probation
- ☆ Suspension

## COMMUNITY WEB PORTAL

CVSD's "Sapphire" Community Web Portal allows parents to access their child's classroom progress, homework assignments, and teacher comments.

Parents must apply for an account before using the Community Web Portal by clicking on the **Community Web Portal Application and Acceptable Use Policy Form**. The application is done once for each user and does not need to be repeated each year. When prompted, parents will enter the district KEYWORD, which is "sapphire" and create a username and password. A notification letter containing a school-generated PIN (personal identification number) will be emailed to parents after the signed registration form is received by the Sapphire school administrator. Please keep this information in a secure place.

[Visit the Community Web Portal here.](#)

## 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.

### 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 Guidance 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.

**Working papers are available in the Guidance Office. 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 for specific dates, times and locations.

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# Bus Riding

## 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 your home will be considered only if in your attendance area and if space is available.
- ☆ Annual requests for permanent bus changes must be submitted on a Transportation Request Form available at each school. Requests must be filed by July 10 and are valid for only one year.
- ☆ 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 emergency only. All permission slips must be signed by the principal—parent notes will not be accepted by drivers.
- ☆ Due to mechanical difficulty or other problems, a different bus driver or bus number may pick up your child.

## BUS RIDING RULES & REGULATIONS

Conestoga Valley School District transports students each day to and from school. In order for this to be accomplished as safely and effectively as possible, students and parents need to work cooperatively with the school district. Students are expected to behave properly. Any student whose behavior interferes with the safety of other students may be denied transportation services. In such cases, it then becomes the responsibility of the parent/guardian to transport their student to and from school.

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

1. Students transported shall ride assigned buses at all times, unless there is written notification given to the appropriate school office and approval is given by school administrators.
2. Students should only board their bus at their assigned stop. Students should plan to arrive at their bus stop at least 5 minutes in advance. If the bus is delayed, students are expected to wait 30 minutes, weather permitting.
3. Students need to observe school rules for expected behavior and be respectful for property while waiting at the bus stop. Those expectations include staying a safe distance off roads and waiting until the bus completely stops before boarding, as well as the use of personal electronic devices under policy 239.1.
4. School bus drivers are responsible for maintaining safe behavior on the bus. In order to maintain safe bus behavior the school district expects students will be respectful and cooperative with their bus driver. Assigned seating may be necessary. Also, know that when space is needed, three students to a seat may be necessary.
5. Students may not bring objects onto the bus that cannot safely fit on their lap. Students cannot block the aisles.
6. Students need to refrain from loud talking and from inappropriate language.
7. Students must always have driver permission to open windows and may not place any part of their body outside the window.
8. Students must remain seated until the bus comes to a complete stop and then exit when directed by the driver. In an emergency situation students are expected to exit in an orderly fashion under the direction of the bus driver.

9. When boarding or exiting the bus students should always cross the street in front of the bus) and wait until the driver motions that it is safe to cross the street.
10. 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.
11. 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 pupils know exactly what to do in case of emergency. Bus riders 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 buses may monitor student behavior with a video camera with audio activated whenever the bus is in operation. The video may be used as part of the disciplinary process.

## **School Activities**

There are no busing services available to students who participate in after-school activities. Parents are responsible for transportation.

**For information on bus stops and schedules, call 717-656-2603.**

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# Extracurricular Code

## EXTRACURRICULAR & SOCIAL ELIGIBILITY CODE

### Introduction

The 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 2:45 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 2:45 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% in more than one (1) class will be declared academically ineligible for the following week (see “B” below). Students in grades 7 & 8 who fall below 60% 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. Student will be required to seek academic help before and/or after school or during other available times as necessary.
  2. Student will be given permission to seek additional academic help after school without penalty in their extracurricular activity as long as they produce valid documentation regarding the help session.
  3. Student 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. Student *will not* be permitted to dress, in uniform, for any interscholastic athletic contest or game during the suspension period.
  5. Student *may* be permitted to travel with the team or group to any official contest or event, with administrative approval.
- B. Students in grades 9-12 falling below 70% but above 60% in more than one (1) class will be placed on academic probation for the following week. Students in grades 7-8 who are falling below 70% but above 60% in more than two (2) core classes will be placed on academic probation. **Academic probation** means the student is in danger of becoming academically ineligible for athletics or extracurricular activities.
1. Student will be required to seek academic help before and/or after school or during other available times as necessary.
  2. Student will be given permission to seek additional academic help after school without penalty in their extracurricular activity as long as they produce valid documentation regarding the help session.
  3. Student may be permitted to practice with their team or group during the period of academic probation in accordance with items 1 and 2 above.
- C. Academic eligibility is determined each Friday. The period of suspension or probation runs from the Sunday immediately following that Friday until the next Sunday.
- D. 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.
- E. The student, the student’s parents or guardians, teachers, the head coach or advisor, the school administration, and the guidance department will all be notified in writing by the athletic director of the student’s suspension or probation.
- F. 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.



- G. 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.
- H. Students, whose work does not meet minimum standards, who attend summer school and correct their deficiencies, shall be eligible.

## II. Attendance requirements

- A. A student must be in school by 9:30 a.m. in order to attend or participate in an athletic contest/practice or activity that day. Exceptions will be made by the building administration if the student presents an approved excuse. Examples of approved excuses include doctor's note/medical appointment, court appearance, college visitation, family emergencies and other special circumstances as approved by the administration. Notes written by parents/guardians are not considered approved excuses for this attendance requirement.
- B. If a student is absent the last school day of the week and the activity is on a non-school day, the student is not eligible to participate. Exceptions will be made by the building administration if the student presents an approved excuse. Examples of approved excuses include doctor's note/medical appointment, court appearance, college visitation and family emergencies. Notes written by parents/guardians are not considered approved excuses for this attendance requirement.
- C. 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.

- 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, adviser and/or administration to be detrimental to other participants, the extracurricular program, or the school district in general and that occur during the season or throughout the school year and whether on or off school property will result in a meeting with the participant, their parents, the head coach/adviser and a school administrator. 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 a 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 and whether on or off school campus, will be assigned to a period of social probation. A first offense will generally involve social probation for 45 to 60 calendar days. Infractions related to the selling or furnishing of drugs and/or alcohol may face social probation assignments of 90 to 180 days. If the school year concludes before the period of social probation has been completed, social probation 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 social probation. Penalties will not be cumulative from Gerald Huesken 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 social probation 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.

**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 the 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. **Social Probation:** Students may be assigned to social probation for violations of the Extracurricular Code. Students assigned to social probation 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 social probation assignment may vary according to the nature of the violation. Social probation will be assessed using calendar days. Students assigned to more than 20 days of social probation 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 social probation 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. Prior arrangement made in writing between the participant's parent/guardian and the athletic director/adviser for the student to ride with the parent/guardian of those specified by the parents. When the parent/guardian is present at the activity, they may verbally inform the coach or adviser that they are taking their child with them.

##### **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.

##### **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:** When in the course of participating in extracurricular activities 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 meet with the coach/adviser privately at a mutually agreeable time to discuss the matter. 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 principal.

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# Pupil Services

Pupil services staff assist and support the child through the educational process. The expertise of pupil service personnel is primarily in educationally related areas. Many roadblocks to learning are environmental and beyond the walls of the school. When those problems interfere with a child's education, the family may be referred to community resources for support. Pupil services staff assist in those referrals and support the child and family during the process.

**Children "At Risk":** When a child exhibits serious behaviors which may be a threat to his or her safety or the safety of others, parents will be contacted to come to school immediately to meet with school personnel to plan how best to help the child. Parental involvement is essential!

**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 work, however, to assist the students and the parents to secure the needed assistance in the community.

**Developmental Guidance Services:** A developmental guidance program is also a preventative program. A specially designed curriculum provides topics for group/classroom discussion.

The developmental guidance program for kindergarten through Grade 8 focuses on Conflict Resolution and Career Development. Included in these broad areas are decision making, self-awareness, peer relationships, getting along, friendship, and character development.

**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 in 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 rise. 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, households qualifying 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 ala 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 K12PaymentCenter 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.k12paymentcenter.com](http://www.k12paymentcenter.com).

## 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 **Dr. Kelly Cartwright**, CV Director of Elementary Education.

### Counselors

Katherine Young, Brownstown Elementary  
Tina Brenneman, Leola Elementary  
Jennifer Cangialosi, Fritz Elementary  
Beth Sharp, Smoketown Elementary  
Jennifer Gabryluk, Huesken Middle School  
Robert Capolupo, CV High School  
Lori Casanova, CV High School  
Douglas Helsel, CV High School

### Psychologists

Dawn Utey, Brownstown Elementary  
Mary Strohm, Fritz Elementary  
Kim Melhorn, CV High School  
Erin Haugh, Leola Elementary

### Home School Visitor

Katie Reiff

### Student Services Coordinator

Cara Forrest

### Nurses

#### High School

Nancy Lopez, MSN, RN – Certified School Nurse,  
District Nurse Coordinator  
Karen Musser, BSN, RN – Health Room Nurse  
Lori Switzer, RN – Health Room Nurse

#### Middle School

Keith Dieterle, MEd, RN – Certified School Nurse  
Melissa Rossos, LPN – Health Room Nurse

#### Brownstown Elementary School

Ashlee Simmons, MSN, RN – Certified School Nurse  
Janelle Martin, LPN – Health Room Nurse

#### Fritz Elementary School

Susan Miller, MSN, RN- Certified School Nurse  
Jennifer Schnapf, BSN, RN- Health Room Nurse  
Katrina Krasinski, BSN, RN-Health Room Nurse

#### Leola Elementary School

Susan Miller, MSN, RN – Certified School Nurse  
Kristyn Brooks, RN - Health Room Nurse  
Melissa Rossos, LPN – Health Room Nurse

#### Smoketown Elementary School

Ashlee Simmons, BSN, 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 above 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 to work with the parent.

### 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 (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 now 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 general 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
- ☆ 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

## Identification of Exceptional Children

Pupil services staff assist in the identification and evaluation of children thought to be exceptional. A team of district personnel including the counselor, principal, teachers, nurse, and school psychologist work with parents in the evaluation process.

If a parent suspects that their child might be exceptional they should contact the counselor. Exceptional children have many rights to assure prompt evaluation and program development. The counselor will advise you on how to access those services. If special placement is recommended, the parent is assured of due process at all steps.

Many special programs are provided by CV, others by the Intermediate Unit. Regardless of the source of service or program, the identification and evaluation process is coordinated by the pupil service staff; placement and actual program is provided by the Supervisor of Special Education.

## SCREENING ACTIVITIES

In compliance with state and federal law, notice is hereby given by CV School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- ☆ Autism/pervasive developmental disorder
- ☆ Blindness or visual impairment
- ☆ Deafness or hearing impairment
- ☆ Developmental delay (Early Intervention)
- ☆ Mentally gifted
- ☆ Intellectual Disability
- ☆ Multiple disabilities
- ☆ Neurological impairment
- ☆ Other health impairments
- ☆ Physical disability
- ☆ Serious emotional disability
- ☆ Specific learning disability
- ☆ Speech and language impairment

## EVALUATION PROCESS

If you believe that your school-age child may be in need of special education services and related programs, or your young child (age three to school-age) may be in need of early intervention, screening, and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to the Supervisor of Special Education, 2110 Horseshoe Road, Lancaster, PA 17601.

### Confidentiality

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information.

## PROTECTED DISABLED STUDENTS

In compliance with state and federal law, Conestoga Valley will provide to each protected disabled student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student the child must be an age at which public education is offered in the district and have a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected disabled students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

## EARLY INTERVENTION (DEVELOPMENTAL DELAY)

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

- ★ The child's score, on a developmental instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.
- ★ The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on the standardized test.

Developmental areas include cognitive, communication, physical, social/emotional and self help. For additional information you may contact the Lancaster-Lebanon Intermediate Unit 13 at 717-606-1601.

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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 shall 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 page 62.

**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 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 attendance areas. The student's residence determines the school they must attend.

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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

2110 Horseshoe Road  
Lancaster, PA 17601  
(717) 397-2421 • Fax (717) 397-0442

### Superintendent

Dr. David Zuilkoski ..... 399-1542

### Director of Secondary Education

Dr. Donovan A. Mann ..... 399-1547

### Director of Elementary Education

Dr. Kelly K. Cartwright ..... 399-1554

### Director of Administrative Services

Phyllis Heverly Flesher ..... 399-1547

### Assistant Director of Business Services

Adele H. Huntzinger ..... 397-2421

### Supervisor of Technology Services

Ed Sherretta ..... 397-2421

### School Psychologists

Kim Melhorn ..... 399-8291

Mary Strohm ..... 397-5246

Dawn Utley ..... 656-6021

Erin Haugh ..... 656-2068

### Special Education Supervisor

Julie Trimmer ..... 397-2421

### Home School Visitor

Katie Reiff ..... 394-0555

### Public Relations/Grant Writing Specialist

Kendal Gapinski ..... 399-1544

### Chief Medical Examiner

Dr. William Vollmar

### Chief Dental Examiner

Dr. Jeffry Scott

## SERVICE BUILDING

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

### Supervisor of Custodians, Maintenance & Transportation

Ken Johnson ..... 656-2601

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

## SCHOOL PERSONNEL

### CV High School

2110 Horseshoe Road, Lancaster, PA 17601  
(717) 397-5231 • FAX (717) 397-8841

Principal: Michael F. Thornton

Asst. Prin.: Dr. Matthew D. Fox, Shalana L. Coleman

Counselors: Robert Capolupo, Kelsey Shady, Douglas Helsel,

**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: Baron H. Jones

Assistant Principal: Christine Kassay

Counselors: Jennifer Gabryluk, Taylor Lantz

### Brownstown Elementary

50 School Lane, Brownstown, PA 17508  
(717) 656-6021 • FAX (717) 656-9172

Principal: Dr. Andrew S. Graybill

Counselor: Katherine Young

### J.E. Fritz Elementary

845 Hornig Road, Lancaster, PA 17601  
(717) 397-5246 • FAX (717) 397-6481

Principal: Nicole Reinking

Counselor: Jennifer Cangialosi

### Leola Elementary

11 School Drive, Leola, PA 17540  
(717) 656-2068 • FAX (717) 656-3247

Principal: Dr. Colleen A. Pavlovec

Counselor: Tina Brenneman

### Smoketown Elementary

2426 Old Philadelphia Pike, Lancaster, PA 17602  
(717) 394-0555 • FAX (717) 394-2792

Principal: Dr. Sally R. Bredeman

Counselor: Beth Sharp



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