

# **CUMBERLAND VALLEY HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2020-2021**



**CUMBERLAND VALLEY**  
SCHOOL DISTRICT

**6746 Carlisle Pike  
Mechanicsburg, PA 17050  
717.506.3660**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

### **Our Mission**

The Cumberland Valley School District, in collaboration with students, educators, parents and the community is committed to developing 21<sup>st</sup> century learning and thinking skills through a rigorous, relevant, and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world.

## **NON-DISCRIMINATION POLICY**

As a student in the Cumberland Valley School District, you have the right to attend school in a safe, secure environment free from bullying, discrimination and harassment. We recognize that these issues are a problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address these issues and to ensure that our schools are safe and positive places for growing and learning.

"Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act that:

- Physically or emotionally harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If you believe you or anyone else has been a target, please speak to an administrator or other trusted adult, and/or access the link listed below for reporting procedures.

Cumberland Valley School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices. The following employees have been designated to handle questions and complaints of alleged discrimination or sexual harassment:

**Compliance Officer:** Michelle Zettlemoyer, Director of Human Resources, (717) 506-3339, [mzettlemoyer@cvschools.org](mailto:mzettlemoyer@cvschools.org);

**ADA/Section 504 Coordinator:** Doris Hagemann, Director of Student Services, (717) 506-3320, [dbaboian@cvschools.org](mailto:dbaboian@cvschools.org).

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Cumberland Valley School District should contact Michael Willis, Director of Business and Support Services at (717) 506-3312 or [mwillis@cvschools.org](mailto:mwillis@cvschools.org). For TTY, dial 711 for Relay Service.

More information regarding the complaint process and complaint forms can be found at: <https://www.cvschools.org/nondiscrimination>

## TABLE OF CONTENTS

Non-Discrimination Policy	02
Message from Administration	05
Scholastic Guidelines and Academic Information	06
Schoology	06
Grade Definitions	06
Graduation Requirements (Policy #217)	06
Class Rank	06
Honor Roll	07
Add/Drop and Course Change Information	07
Credit Recovery for Seniors	07
College Application Procedures	07
National Honor Society	07
Honor Cords	08
Special Programs and Academic Opportunities	08
Special Education/Protected Handicapped Students	08
Gifted Program	09
Student Assistance Program	09
Homeless Students (Policy #251)	09
Athletics	10
Emergency/Natural Disasters	10
English as a Second Language/English Language Development	11
Food Services	11
Health Services and Regulations	13
Student Information	16
Academic Integrity (Policy #243)	16
Attendance (Policy #204)	17
Cooperative Education/Internship	21
Clubs and Activities	21
Early Release Program	21
Late Arrival Program	21
Fund-Raising Activities (Policy 229)	21
Hall Passes	21
Hanging Posters or Signs	21
Library	21
Lockers	21
Loitering by Students	22
Make-Up Work	22
Student Financial Obligations	22
Student Id Cards	22
Student Insurance	23
Student Parking/Driving	23
Student Records (Policy #216)	25
Student Smoking/Tobacco Policy (Policy #222)	25
Remediation, Summer School, Acceleration, and Enrichment (Policy #124)	26

Report Card	26
Transportation Guidelines/School Video/Audio Surveillance (Policy #810.2)	26
Terroristic Threats (Policy #218.2)	28
Unlawful Harassment (Policy #248)	28
Visitor Guidelines	29
Work Permits	30
Behavior Guidelines and Information	30
Acceptable Use of Computer Network (Policy #815)	30
Bullying and Cyberbullying (Policy #249)	30
Telephone/Messages	31
Cellular Telephones	31
Pictures and Video	32
Electronic Communication Devices (Policy #237)	32
Cutting Class	34
Dice, Games of Chance	34
Dress Code (Policy #221)	34
Dress Code – School Dances	35
Drug and Alcohol Testing/Awareness (Policy #227)	36
Random Breathalyzer Testing	36
Random Drug Testing	36
Extra-Curricular/Co- Curricular Activities	39
Field Trips (Policy #247 and Policy Supplement)	39
Gangs	40
Hazing	40
Locker Rooms	41
Public Displays of Affection	41
Pornography	41
Skateboarding	41
Threats	41
Weapons Policy -Act 26 of 1995 (Policy #218.1)	41
Student Discipline (Policy #218)	41
Table of Discipline	43
Discipline Procedures	45
Index	47

## MESSAGE FROM THE ADMINISTRATION

Welcome to Cumberland Valley High School, home of the Eagles! Every new school year brings three challenges:

1. **THE ACADEMIC CHALLENGE:** Challenge yourself in your studies and set goals to achieve excellence! Attend school on a daily basis, be prompt for classes, and complete assignments to the best of your ability. Remember that preparing for your future is your number one responsibility.
2. **THE SCHOOL COMMUNITY CHALLENGE:** Get involved! Play a sport, participate in a school sponsored activity, join a club, or simply attend school events. School spirit builds pride; pride builds community.
3. **THE PERSONAL CHALLENGE:** Develop a sense of personal pride! Be a good classmate, a positive teammate, and a contributing community member.

The content of this handbook provides the framework of policies and procedures to guide you toward meeting these challenges. As a student, you can best help yourself and the school by committing to excellence in your classes. As always, changes occur from one school year to the next, and this year will be no different. There will be some new faces and some new procedures; however, the primary focus of learning will still be in place.

As a citizen of Cumberland Valley High School you are expected to show respect, take responsibility, be ready, and be safe. No individual or group has the right to keep you from getting a quality education, and these expectations are in place to ensure a quality education for all. We encourage you to review this handbook with your parents/guardians and ask questions about anything you do not understand.

As you move forward through the year remember you are attending one of the finest high schools in the state. Your teachers are highly qualified and are eager to assist you in meeting your goals. Take advantage of the opportunities presented and fully commit yourself to being an exceptional student.

Best wishes for an enjoyable and rewarding school year.

The Administrative Team

**\*\* Due to the unique nature of the 2020-2021 school year because of the COVID 19 Pandemic, there are additional guidelines and expectations which are not contained in this handbook. Those guidelines and expectations will be shared with students and updated as the situation changes. It is expected that students understand and adhere to these expectations and maintain them for reference.**

## **Scholastic Guidelines and Academic Information**

### **Schoology – A Learning Management System**

Schoology is a learning management system that acts as a vehicle for continuing the classroom experience in an online format. Schoology is an online learning, classroom management, and social networking platform that improves learning through better communication, collaboration, and increased access to curriculum and supplemental content. Schoology's intuitive interface is helpful to facilitate great communication between our teachers, students, and parents. People can learn more about Schoology by visiting the District's Schoology Frequently Asked Questions website

### **Grade Definitions**

A = 93 - 100

B = 86 - 92

C = 77 – 85

D = 70 – 76

F = 0 – 69

I = Incomplete Grade

P = Pass

M = Medical

W – Withdraw

WF – Withdraw Failing

### **Graduation Requirements (Policy #217)**

The Board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the Board of School Directors. The Board shall adopt the graduation requirements that students must achieve, which shall include: course completion and grades, demonstration of proficiency as determined by the school district in each of the state academic standards not assessed by a state assessment, and proficiency in specified state assessments.

The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the district. In order to graduate from high school, a student shall demonstrate achievement of the academic standards as outlined in the district Comprehensive Plan. Graduation requirements shall be approved by the Board of School Directors and published annually in a Program of Studies.

### **Class Rank**

Valedictorian and Salutatorian will be designated using the official class rank at the end of the third marking period of the senior year.

New students to Cumberland Valley High School will earn a cumulative grade point average and a weighted grade point average after one marking period in attendance, but the student will not be officially ranked until the end of their fourth semester. (See Policy #214)

### **Honor Roll**

Students must have an overall average of 90% or above for the marking period GPA and no incomplete grades (points for weighted courses are not applied to the marking period grade point average). Student academic grades must be a 70% or higher in each subject.

### **Add/Drop and Course Change Information**

Upon receipt of their final schedules, students will be permitted to request course changes only under specific guidelines. This includes **changing a course/instructional level, adding an additional course, and dropping a course.** Consult the **Program of Studies** for specific criteria and academic deadlines.

- Dropping a course after the deadline requires approval from the building principal and may be denied.

### **Credit Recovery for Seniors**

To qualify for credit recovery prior to the end of the current school year, seniors must:

- have taken and failed a semester or a year-long course required for graduation.
- be mathematically ineligible to pass a course prior to the start of the fourth marking period.
- remain in the face-to-face course (if currently enrolled) until the end of the school year and do so without any disciplinary issues unless determined otherwise by an administrator.
- successfully complete the credit recovery course prior to commencement practice in order to participate in the commencement ceremonies.

Note: Students must see their school counselor for appropriate options and approval procedure.

### **College Application Procedures**

Allow at least 10 school days for processing of transcript requests. The student should complete his/her part of the application through the Naviance program, and submit the College Application Checklist to the Counseling Center. The counseling staff will complete the application process and send the application and high school documents directly from Guidance.

### **National Honor Society (William R. Pierce Chapter)**

Student admitted to the National Honor Society (NHS) at Cumberland Valley High School must meet the following eligibility requirements and qualify through the selection process.

- Students must have and maintain a cumulative weighted GPA of 96.00% or greater.
- The required weighted GPA for NHS eligibility is 96.00% or greater.
- Students must be current participants in at least two current school-sponsored extracurricular activities.
- Attendance and disciplinary issues are not automatic disqualifiers for NHS membership, but they are considered heavily by the NHS faculty selection committee.
- Students become eligible to begin the selection process the first marking period of their junior year. Eligibility remains open for students up to the beginning of the first marking period of their senior year.

- During the eligibility window, students are notified of informational meetings where they can learn more details about the selection process.
- Students must be enrolled at CVHS for at least one semester before becoming eligible.
- The selection process takes three full marking periods (two for seniors) to complete. During that time, students must maintain their weighted GPA above the required eligibility cutoff and remain in good disciplinary status.
- During the selection process, students are required to get a recommendation from a past teacher, a current teacher, a club advisor or coach, and a service project coordinator.
- During the NHS Selection Process, students must perform at least fifteen hours of community service, whether self-directed or through an organization.

### **Honor Cords**

Students who achieve a 96% or higher cumulative weighted grade point average at the end of the third marking period of their senior year, will be awarded a Gold Honor Cord to be worn at commencement. To qualify, students must have been enrolled in the Cumberland Valley School District during their junior and senior years of school.

### **Special Programs and Academic Opportunities**

There are several special programs and academic opportunities available for students. Please consult the **Program of Studies** for detailed information on the following:

## **SPECIAL EDUCATION/PROTECTED HANDICAPPED STUDENTS**

The Cumberland Valley School District provides the necessary programs to meet the unique needs of identified children. Such children are identified through a process that is in compliance with federal and state standards.

### **Protected Handicapped Students**

In compliance with state and federal law, the Cumberland Valley School District will provide each protected handicapped 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 handicapped student, the child must be of school age with 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 handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Referrals for requesting special services are customarily made by the teacher to the principal and/or counselor of the school. Parent(s) can also refer a child for special services by writing to the principal or counselor assigned to the school where their child attends. Parents may also contact the District Office Special Education Department at 506-3338.

Following a thorough multi-disciplinary evaluation, the team (composed of parents and school personnel) makes recommendations for appropriate programming. If the student is deemed



exceptional and in need of special education, an Individual Education Program (I.E.P.) is mutually agreed upon and implemented.

### **Gifted Program**

The Cumberland Valley School District offers a gifted program for K-12 students who are in need of specially designed instruction because some of their instructional needs cannot be met through the standard curriculum. The District has designed a multi-tiered process of identification that seeks input from parents, teachers, counselors, school psychologists, and when appropriate, the student.

Parents, teachers, counselors, and the student (him/herself) can make a referral for initial screening for the gifted program. Parental request for screening can take place at any time by writing to the principal or counselor of the school where the child attends. A comprehensive screening process will determine eligibility. For those students found to be eligible for the gifted program, a report summarizing the findings will be created. The Gifted Individual Education Plan (GIEP) team will then meet to discuss the student's specific needs and appropriate instructional approaches.

Parents having questions about the gifted program or the referral process can contact their child's guidance counselor.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a systematic intervention process into the lives of students at risk. An at-risk student is one who has a mental health and/or substance abuse problem. Students may be referred for assistance by other students, staff, or parents. Students may also self-refer. All referrals are confidential. Referral forms can be obtained online or in any of the high school offices.

### **HOMELESS STUDENTS (Policy #251)**

Cumberland Valley School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other District students. The District Homeless Liaison along with school staff shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. Policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school for homeless students, may be waived. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions: living in hotels, motels, campgrounds; living in emergency shelters either transitional or domestic violence; awaiting foster care; unaccompanied youth and run away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, public spaces. Resident families are encouraged to contact the District Homeless Liaison, their school counselor or their building principal to discuss their situation. Families new to the district should speak with the Central Registration staff during their registration appointment.

## ATHLETICS

### Attendance

To compete in a scheduled game or practice, a student/athlete must be in attendance by 10:30 AM and remain in school for the remainder of the day. The only exception is an excuse from the doctor's office (original copy), family death, or prior approval from the athletic director or principal.

### Eligibility for Participation

Students in grades 9-12 will be eligible for participation by passing a minimum of four credits. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In addition, PIAA requires a quarterly check of grades.

### Programs

Cumberland Valley High School offers 28 varsity sports, 14 each for boys and girls. These sports include cross country, football, golf, soccer, water polo, field hockey, tennis, cheerleading, basketball, swimming, wrestling, baseball, softball, lacrosse, volleyball, track and field, and indoor track and field.

### Title IX

**Compliance Officer:** Michelle Zettlemoyer, Director of Human Resources, (717) 506-3339, [mzettlemoyer@cvschools.org](mailto:mzettlemoyer@cvschools.org)

### Interscholastic Athletics (Policy #123)

Signatures are required indicating that parents received and read the athletic guidelines printed in the athlete/parent handbook.

## EMERGENCY/NATURAL DISASTER

If an emergency should arise when the students are in school, appropriate action will be taken to protect the health and safety of each one.

### **Emergency Contingency Plans:**

1. If time permits, students will be returned to their home via normal dismissal procedures.
2. If the emergency situation is such that the best location for students is the school building, all students will be housed in the facility and cared for by the professional staff.
3. If an emergency exists where the students are in imminent danger, they will be evacuated and taken to another site (such as another school) which will be determined by the Office of Emergency Preparedness.

### **Inclement Weather/Emergency**

When bad weather conditions develop, the superintendent will assume the responsibility for making the decision as to whether schools will be open or closed. Announcements will be made over radio and television stations about 6:00 AM. Should inclement weather make it necessary to delay the opening of school or close early during the school day, announcements will be made

over the same radio and television stations as to the times of arrival or dismissal. School delays and closings are posted on the District website at [www.cvschools.org](http://www.cvschools.org) at about 6:00 am. In addition, announcements will be made via the District's School Messenger telephone alert system, through CV E-news (email alerts), text messages (must sign up for this option), and the District's Web Site beginning at about 6 AM.

## **ENGLISH AS A SECOND LANGUAGE/ENGLISH LANGUAGE DEVELOPMENT**

Bookmark not defined.

The Cumberland Valley School District provides an English Language Development (ELD) program for students who are in need of additional instruction or support to master the English language and become proficient in their studies. Students are identified for services by a process that includes completion of the Home Language Survey upon registration, language proficiency screening, and potential testing using the WIDA Screener. ELD instruction may take the place of English class. Although all applicable students must be screened, parents are able to opt their child out of receiving these services if desired.

Questions about the ELD program can be addressed by calling the ELD Program Coordinator at Cumberland Valley High School. The District has established a procedure parents can follow if they feel their questions about the ELD program are not being adequately addressed; however, parents should first contact the building principal regarding their child's program.

## **FOOD SERVICE**

### **Food Service Overview:**

The Cumberland Valley Food Service Department subscribes to the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) for all school levels in the district. Our primary mission is to provide all Cumberland Valley students with nutritious menu offerings by using fresh ingredients and quality sourced products. We believe in using recipes that not only taste great but are nutritionally balanced too. Our team of food service professionals are dedicated to providing quality food choices to promote a healthier future for all children.

### **Meal Payment System:**

The school cafeteria is the district's provider for the meal payment system. The School Café link is on the district website at [www.cvschools.org](http://www.cvschools.org). Go to the website and click on the Food Service page and then go to the tab labeled Schoolcafe. This will open up the School Cafe website where you can set up an account. By setting up a user account, parents and staff can deposit money into their school meals account, view account balances, set up low balance notifications, and track cafeteria purchases. Meal payments are made by using a credit/debit card or e-check, and you may prepay a sum of money between \$1.00 and \$100.00 to your account at any time. Any sum deposited online between \$50.00 and \$100.00 also receives a bonus to offset the cost of using the online payment system. If you do not wish to use the on-line payment system, you may use cash or write a check made payable to CV School Lunch Account (please list student number [PIN] on your check). This sum will appear on your account and will function as a declining balance account. If you do not wish to prepay, you may still pay with cash each day using your student number (PIN).

There are NO credit card sales on site. Everyone will be required to use their pin number to purchase items in the cafeteria. In our secondary schools, there are no “negative balance” charge sales allowed for ala carte sales. Any unused prepaid amounts at the end of the school year will carry over to the next school year. Students leaving the district may request a refund of any remaining balance. If refunds are \$5.00 or less, the refunds can be requested and given in the school cafeteria. If the refund is above \$5.00, the refund can be requested in the cafeteria, and it will be mailed home via a check.

### **School Lunch Prices:**

Prices Breakfast:	Student - \$1.85	Adult - \$2.30
Prices Lunch:	Student - \$3.00	Adult – \$4.00
Milk:	Student - \$0.60	Adult - \$0.60
Procedure:	For all purchases, everyone must enter a code	

### **Breakfast Program**

- Monthly breakfast menus are posted on the district web site at [www.cvschools.org](http://www.cvschools.org). Go to Quick Links, click on Food Service and then click on Breakfast Menus.
- We highly encourage students to participate in the School Breakfast Program. Breakfast is the most important meal of the day for children, as it provides the necessary energy for a day of learning and achievement.
- The breakfast program offers students a balanced hot or cold meal consisting of fresh fruits or 100% juice, vegetables, grains, meat/meat alternate, and fluid milk. Students must select three out of four components, and one must be a fruit or vegetable to make it a meal.
- All students are required to return their trays and utensils to the designated area. All trash needs to be placed into the garbage or appropriate recycling containers. No food or beverage is permitted outside of the cafeteria. No student will leave the school during breakfast except by special permission from an administrator.
- Students are responsible for entering their individual PIN numbers to purchase meals.

### **Lunch Program**

Monthly lunch menus are posted on the district website at [www.cvschools.org](http://www.cvschools.org). Go to Quick Links, click on Food Service and then click on Lunch Menus.

Students that have medically recognized allergens or intolerances to any food or beverage item must submit written documentation from their physician to the school nurse. If a student has a medically documented milk/lactose allergy, he or she may receive water or juice with their school lunch at no additional cost. The nurse’s office will ensure that the Food Service Supervisor is made aware of any student with documented food allergens or intolerances, and their records are kept current during the school year.

Contact Food Services Director at 506-3318 with questions.

## HEALTH SERVICES AND REGULATIONS

A primary responsibility of the school is the protection of the health of each child. To insure this protection, the health services of our schools are extensive and their functioning is well organized. Each of our buildings is staffed at all times by one of our Certified School Nurses or Registered Nurses.

The Health Suite is located in the hallway between the main office and the cafeteria. The Health Suite contains files with student health and dental records. These are filed according to the grade of each student and are maintained in accordance with state rules and regulations.

Anne Dille	Grades 10 and 11	{ Class of 2023 and 2022 }
Jennifer Forsyth	Grades 09 and 12	{ Class of 2024 and 2021 }

### **Possession/Use of Asthma Inhalers (Policy #210.1)**

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy. Students who need to have possession of these items must alert the school nurse prior to having possession in school.

\*\*A student may also carry an epipen with similar guidelines to those listed above for asthma inhalers. If a student has a need to possess an epipen, he or she should consult with the school nurse.

### **Mandatory Examinations**

Pennsylvania State School Health Law requires students to obtain **physical examinations** while in **grade 11**. It is recommended that these examinations be done by the family physician, since he/she can best evaluate the child's health, assist the parents in obtaining necessary treatment, and maintain a current immunization status. Physical forms are mailed out near the end of the school year. These forms are also available on the District website: [www.cvschools.org](http://www.cvschools.org) under "forms and publications." Parents are encouraged to have the examination completed during the summer months and return the form to school by August 15, before the start of the school year. If a student is having a physical completed for sports, to obtain a work permit, and/or to obtain a driver's license, please have the physician complete the school form at that time.

The following **health screenings** are required for all students by the Pennsylvania State Department of Health and will be completed by a nurse at the school: annual height, weight, and vision; annual hearing in grade 11 only. Parents/Guardians are notified by dates on the school calendar or by individual school newsletters as to when these screenings will take place. Parents/Guardians will be notified of any problems/concerns found during these screenings.

For **immunization requirements**, please see the Cumberland Valley School District website under the Central Registration information.

### **Use of Medications (Policy #210)**

Recognizing that there are occasions whereby it is necessary for the school to administer prescribed medication to students during school hours, the following policy has been adopted:

1. No prescribed medication will be administered at the Cumberland Valley School District schools except by written order of a physician. Written authorization from the parent/guardian requesting the giving of the medication is to be presented to the school nurse. This authorization is to be renewed each school year or each time there is a change in instructions and/or prescription.

2. Medication brought to school must be in the original container dispensed by a pharmacy or doctor. The container label should state the patient's name, date, name of medication, dosage, and time to be given and placed in the custody of the school nurse, principal, or principal's designee for security purposes.

3. All medication shall be administered by the school nurse, principal, or designee.

4. A written record is to be maintained on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effects shall be recorded.

5. The student is to take the medicine in the presence of the person administering the medication.

6. The parents of any student requiring long-term medication should have a conference with the school nurse or building principal at the beginning of each school year or when there is a change of medication.

7. All preparations not regulated by the FDA such as herbals, alternatives, teas, nutritional supplements and topicals must be accompanied by a physician's written order including exact dosage and timing of administration.

8. Over-the-counter FDA approved medication in original container sent in by parent/guardian may be administered. Professional judgment will prevail when administering ANY medicine at school.

### **Suggestions:**

1. Please ask your pharmacist to make a second labeled prescription bottle for medicine to be taken at school

2. Medication that is to be given three times a day may be given before school, right after school and at bedtime (unless a physician specifies a definite time schedule).

### **Non-prescribed Medication (Aspirin, Acetaminophen, etc.)**

1. Written or recorded verbal authorization from a parent/legal guardian will be required for the school to administer non-prescribed medication.

2. Over-the-counter FDA approved medication in original container sent in by parent/guardian may be administered, only in the dosage contained on the label.

3. All non-prescribed medication shall be administered by the school nurse, principal, or principal's designee.

4. A written record is to be maintained on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effect shall be recorded. Professional judgment will prevail when administering ANY medicine at school.

5. Students who violate this section of Policy #210 will be subject to discipline according to the student code of conduct which includes, but is not limited to, suspension.

### **Cardiac Emergencies**

In the event of a sudden cardiac emergency (an individual found unresponsive, with no pulse, and not breathing) call 911, call the Main Office and state, “Activate the Cardiac Emergency Response Team to Room \_\_\_\_.” Stay with the individual, perform CPR, and send someone to retrieve the closest AED.

### **Seizures**

Seizure First Aid:

- Stay calm, time the seizure, observe types of movements, and call for the nurse.
- Protect student from injury, but do not restrain his/her movements.
- Ease the person to a safe position on the floor, cushion the head, and turn the person to one side.
- Loosen all tight clothing, move objects away from the person, and move class to the hallway.
- Do not put anything in the mouth.
- Stay with the person until he/she is fully awake and reoriented.

### **Diabetic Emergencies**

Important information on Hypoglycemia (low blood sugar) and Hyperglycemia (high blood sugar).

#### **Signs and symptoms of Hypoglycemia (happen quickly)**

Hypoglycemia is a condition characterized by abnormally low blood glucose (blood sugar) levels, usually less than 70 mg/dl. Each person's reaction to hypoglycemia is different, so it's important that people learn their own signs and symptoms for when their blood glucose is low. The only sure way for someone to know whether they are experiencing hypoglycemia is to have their blood glucose level tested. Severe hypoglycemia has the potential to cause accidents, injuries, coma, and death. Staff members who see these signs should refer the student to the nurse immediately.

- Shakiness
- Nervousness or anxiety
- Sweating, chills and clamminess
- Irritability or impatience
- Confusion, including delirium
- Rapid/fast heartbeat
- Lightheadedness or dizziness
- Hunger and nausea
- Sleepiness
- Blurred/impaired vision
- Tingling or numbness in the lips or tongue
- Headaches
- Weakness or fatigue
- Anger, stubbornness, or sadness
- Lack of coordination
- Seizures
- Unconsciousness

STUDENTS WITH SUSPECTED LOW BLOOD SUGAR SHOULD NEVER WALK ANYWHERE ALONE. Notify school nurse immediately.

Signs and symptoms of Hyperglycemia (high blood sugar)

The signs and symptoms include the following:

- High blood glucose
- Frequent urination
- Increased thirst

- Learn more at: <http://www.diabetes.org/living-with-diabetes/treatment-and-care/blood-glucose-control/hyperglycemia.html#sthash.pna5FO7Q.dpuf>

## **STUDENT INFORMATION**

### **Academic Integrity (Policy #243)**

(Includes plagiarism and cheating)

#### **Guidelines to avoid plagiarism:**

1. Teachers shall review the definition of plagiarism with their students and the expected ethical behavior on an annual basis.
2. The definition and expectations of students with regard to plagiarism, as well as established consequences, shall be published in the student and District handbooks.
3. There should be clear, objective evidence that plagiarism occurred. If there is reasonable suspicion of plagiarism, but no physical evidence, teachers should check the Works Cited page and/or have the student summarize work under different conditions.

#### **Consequences for academic dishonesty:**

All infractions of academic dishonesty will be recorded in the student's discipline file.

#### **Level I Offense**

Definition: Academic dishonesty that involves a student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his/her own. This includes assignments of any type.

1. Teacher/Student Conference
2. Student required to redo all or part of paper/project/assignment; no academic penalty.
3. Referral to Grade-Level Office (warning issued and entered in files)

#### **Level II Offense**

Definition: Academic dishonesty that is more serious than Level 1 Academic Dishonesty. It involves the student's use of multiple paragraphs of someone else's work, the use of someone else's ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own. Level II Academic Dishonesty also includes any degree of cheating on quizzes, tests, or other graded assessments. With respect to acts of plagiarism, it shall be the teacher's discretion, in consultation with the grade-level principal, to determine whether the act of plagiarism constitutes a Level I or Level II violation.



1. Teacher/Student Conference
2. Notification of parent(s) by teacher
3. Student required to redo all or part of paper/project/assignment or one that addresses similar content; no academic penalty.
4. Referral to Grade-Level Office (Extended Detention to Suspension)
5. Notification to NHS advisor (if applicable)

### **Level III Offense**

Definition: Level III occurs when the student has plagiarized or cheated, in any way, for the second time.

1. Teacher/Student Conference
2. Notification of parent(s) by teacher
3. Student required to redo all or part of paper/project/assignment, to demonstrate minimum proficiency of required content; no academic penalty.
4. Referral to Grade-Level Office (Suspension 1-3 days)
5. Notification to NHS advisor

Violations of the academic integrity policy are cumulative for a student's entire school career.

### **Attendance**

With the PA Legislature's passage of Act 138 (2016), Cumberland Valley's attendance procedures have been modified to reflect changes in PA's truancy laws. When a student is absent from school, the absence is considered unlawful until the school receives a written excuse from the parent/guardian. After three school days without a written excuse or acceptable excuse per School District Policy, the absence is considered unlawful.

The District will send letters indicating an unlawful absence. If a student accumulates a fourth unlawful absence, the parent will receive a reminder from the District stating the number of unlawful absences and an invitation to participate in the creation of a School Attendance Improvement Plan (SAIP). The goal of this meeting and creation of the plan is to form a partnership between parents, student, and school personnel to improve school attendance.

If a student accumulates six unlawful absences, the student is considered habitually truant. At this time, the child may be referred to a community or school based program, Cumberland County Children and Youth, and/or be issued a truancy citation with the District Magistrate.

**With any absence for any reason: It is the student's responsibility to meet with the teacher to determine how to make up missed work, and it is the student's responsibility to get the work completed within the given timeline.**

### **Absentee Reporting**

1. Unless the District is aware of an absence at least one day in advance, an automated telephone call will be sent to the home of any student on the day of their absence.

2. When a child is absent from school, the parent/guardian is responsible for sending a note to school stating the reason for the absence. If a note is not received within three (3) school days after an absence, the absence will be marked truant/unlawful according to the Pennsylvania Department of Education's revised truancy policy. The District prefers that parents **use the Google Form, located in the Skyward Family Access Portal**, to send in notes.

3. Students will not be excused for absences during State Mandated testing or final exams. Educational trip forms will not be accepted at this time unless granted special permission from the building principal.

#### Assignment Requests When Absent

Counselors will obtain assignments from teachers, upon request of a parent, **after a student has been absent because of illness three consecutive days**, or when there is assurance from a physician that an absence of more than three days due to illness is expected. Assignments may be picked up in the Counseling Office. When a student is absent for three or fewer days, work may be obtained by contacting the teacher directly through email.

#### Career/Job Shadowing

Students are granted an excused absence for a total of two (2) days per year for the purpose of career/job shadowing. Students must complete the appropriate form and have it approved by their school counselor. Forms are available in the Attendance Office and the Guidance Office for students to take with them. Forms may be printed from the web page.

#### College Visitations

Students are granted an excused absence for a total of two (2) days per year for the purpose of college visitations. Forms are available in the Attendance Office and the Guidance Office for students to take with them. Forms may be printed from the web page.

College Visitation Forms must be signed by a parent and a college official to confirm the visitation and to have the absence excused - A business card or other documentation should be attached. In the absence of a CVHS form, a letter from the school on their letterhead may be submitted. **College Visitations shall not be approved during any State Mandated testing in which the student is participating** unless granted permission from the building principal.

#### Funerals and Family Emergencies

Attending a funeral will be considered an excused absence with a parent note.

A student may be excused from school due to a family emergency. The parent should submit a note explaining the reason for the absence. If the parent would rather not state the nature of the emergency, they should indicate they would rather receive a call from the appropriate principal. Determination to excuse the absence is at the principal's discretion.

#### Compulsory School Attendance (Policy #204)

The Compulsory School Attendance Law of Pennsylvania states that when a child enters first grade he/she comes under the compulsory attendance laws. The policy stipulates that EXCUSED absences include the following:

1. Illness

2. Family emergencies (note must explain nature of emergency)
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. Approved student educational trips (forms available online).
6. College visitations – two (2) days per year.
7. Once a student has reached ten (10) days of cumulative unlawful, unexcused, or lawful absences, all future absences will only be excused with a note from a physician. Exceptions may be made for educational trips, college visits, and at the discretion of the grade-level principal.

UNEXCUSED absences include the following:

1. Absences from school with parents' consent, for reasons other than those considered excusable.
2. Leaving school during school hours without permission.
- 3. Absences for which the School District has not received a written excuse within three (3) days of the absence.** The District prefers that parents **use the Google Form, located in the Skyward Family Access Portal**, to send in notes.
4. Students shall not be excused during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.

When a student is absent from school, parents have three school days to return an excuse to the school. Failure to do so will move a possible lawful absence to an unlawful/truant absence. When a student has accumulated unlawful/truant absences, the parent will receive notification from the District indicating the number of unlawful absences. If a student accumulates 4 unlawful absences, a Student Attendance Improvement Plan (SAIP) will be created in an attempt to resolve truant behavior. Additional unlawful/truant absences will result in an attendance citation being filed with the District Justice.

#### Discipline for Excessive Unexcused/Unlawful Absences

Upon 4 or more unlawful absences

Upon 7 unexcused absences

- Student conference

Upon 10 unexcused absences

- Student conference

Upon 13 or more unlawful/unexcused absences:

- Student conference
- Loss of participation in field trips
- Loss of participation in major school-wide events (THON, Prom, etc)

Upon 17 or more unlawful/unexcused absences:

- Student/parent conference
- Attendance contract
- Loss of extracurricular privileges (athletics, clubs, musical/arts activities, etc)

Upon 18 or more unlawful/unexcused absences:

- Building Level/Board hearing
- Possible loss of graduation ceremony
- Possible loss of attendance at any after-school function
- Possible credit denial

#### Dismissal from School (Appointments and Illness)

1. Students will be released from school only with the permission of authorized persons.
2. A student who becomes ill during the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused, and will receive consequences for leaving campus without permission.
3. Requests for release time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the student's parents or guardians is necessary. The request should be turned into the Attendance Office at least one day in advance of the dismissal. ***The early dismissal will not be excused unless the student returns with documentation from the appointment (ie: provide a doctor's note in addition to or in place of a parent note.)***

#### Educational Trips (Policy #204)

A student will be permitted to take not more than two educational trips per school year, not to exceed a total of five school days with his/her parents/guardians and receive an excused absence provided parents/guardians comply with program requirements. When an educational trip is planned which will require a student to be absent from school, an Educational Trip Form should be completed and returned to the office one week prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent. Educational trips shall not be approved during any State Mandated and final exam testing period in which the student is participating. Educational trips shall only be approved during the last or first ten school days under special circumstances and with special permission from the main office.

#### Tardy To School

1. It is a requirement of each student to appear at the school premises at the time assigned for arrival. It is a violation of this expectation for a student to arrive at the school premises later than the time assigned for arrival.
2. A student in violation of the Tardy to School expectation will receive an appropriate consequence.
3. A tardy student shall report directly to the attendance or 12<sup>th</sup> grade office.

Note: The accumulation of unexcused minutes tardy to school can be added to the total number of minutes unexcused from school and could result in a citation for unlawful absence.

***(Students who demonstrate considerable improvement in their tardiness to school may receive a pardon for some of the tardiness to school from earlier in the school year.)***

### **Cooperative Education/Internship**

Students in the Cooperative Education/Internship program(s) should remember that work is an extension of school and must attend school any day they report to work or an internship. This includes any day in which there is a special schedule such as when there is inclement weather or special testing. The only exception would be if the work or intern assignment begins prior to the start of the school day.

### **Clubs and Activities**

For a complete and current list of all clubs and activities, please reference the high school tab on the District web page at [www.cvschools.org](http://www.cvschools.org). To compete in an activity or practice, a student participant must be in attendance by 9:30 AM or have the building principal's approval. Once in school, the student must remain in school for the remainder of the day.

### **Early Release Program**

**Students must leave the school building before the next academic period begins and should remain off campus for the rest of the school day.** If students wish to remain in the building, they may do so provided they have a purpose for not leaving and they are accounted for by signing into a study hall.

### **Late Arrival Program**

This program is available to students who have 1<sup>st</sup> period study hall or consecutive 1<sup>st</sup> and 2<sup>nd</sup> period study halls.

### **Fund-Raising Activities (Policy #229)**

Classes, clubs, and other organizations must clear all money-raising activities through the High School office. Bake sales must also be cleared through the High School office. Each club or class is allowed to sponsor two fund-raising activities in a school year. Other school organizations may sponsor fund-raising activities upon the approval of the administration. Each activity must be properly chaperoned.

### **Hanging Posters or Signs**

Any student who desires to hang posters/signs in the building must receive permission from the high school principal or associate principal in the main office.

### **Lockers**

Grade-level offices assign lockers and keep records of locker assignments. Students are not to change their locker assignment without permission from administration. Students are not permitted to write or place stickers on their lockers. Students are not to give their combination to or share their locker with anyone. Lockers are the property of Cumberland Valley School District and as such are subject to search. The Board authorizes the administration to conduct random general searches of lockers when the District has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

### **Loitering by Students**

To loiter is to remain in a particular place, wait around idly, or be in an area without apparent purpose. It is unacceptable for students to loiter in school restrooms. If the restroom facilities are full, students should wait outside the room until others have left.

No student is permitted in school after school hours **unless under the supervision of a staff member**. Students under the supervision of a staff member are restricted to the area of their activity. Students are not to have the unsupervised use of school keys and/or pass cards. Students waiting for transportation should wait in the bus or main office lobbies. Students are not permitted to wander the building while waiting for transportation. Violators will be subject to discipline.

Students who are traveling from one area of the building to another are expected to take the most direct route. Students who remain in the halls or other areas without any specific educational purpose will be considered to be loitering.

### **Make-Up Work**

It is the responsibility of each student to make up work missed during his/her absence. The student should inquire of the teacher what must be made up on the day the student returns. The minimum required amount of time for make-up work is equal to the number of days absent unless the absence was prearranged in which case arrangements would be coordinated with the teacher in advance. For example, if a student is absent two (2) days from a class, then the make-up time is also two (2) days.

### **Student Financial Obligations**

Textbooks, equipment, and some supplies are furnished free to all students. Each student has an obligation to keep these items in good condition while they are in their charge. Students must reimburse the school for the damage they have caused or allowed to happen.

A student who has an outstanding obligation will have his/her report card and/or diploma held in the high school office until the assigned obligation has been paid. In addition, a student may lose the opportunity to purchase a parking permit, participate in extra-curricular activities such as Homecoming, THON, Prom, and Commencement.

### **Student ID cards**

It is expected that students have their student identification card with them at all times while in school or at school events. Failure to show a valid Cumberland Valley Student ID Card may result in a student not being permitted to attend an activity or not being able to conduct certain school business. Students may be required to present their ID Card at various times during the day such as when entering the library, the nurse, the Career and Counseling Center, and entering or leaving the building. Students should not share their ID Card. If someone uses another student's ID, both students will be given consequences.

It is expected that students will identify themselves if asked by any adult (employee) in school or on school property.

## **Student Insurance**

Each student enrolled at one of the Cumberland Valley District's schools has the option to purchase student insurance at a special school rate. This policy covers any accident while on the way between home and school, while within a school building or on the school grounds, or as a member of a group participating in a school sponsored activity- also on field trips.

In the event of an accident, the student (or parents) should contact the school nurse for a claim form. However, any question concerning coverage should be directed to the insurance company, or the company's agent listed on the insurance company's brochure.

## **Student Parking**

### **Overview**

Student parking is available as a privilege to all students, who may park on campus after obtaining a parking pass.

### **Parking rules and regulations**

1. Students must have their parking permit displayed in their vehicle while parked on campus. Students who plan to use two cars must register both cars and switch the parking permit when they switch cars.
2. School policy on tardiness will be strictly enforced as outlined in the student handbook. Students who drive must allow enough time to arrive at school without being late. Exceptions will not be made for unforeseen circumstances such as traffic jams, weather related delays or vehicle maintenance issues. In order to allow for these unforeseen circumstances, tangible consequences for being tardy to school are not given until the 4<sup>th</sup> tardy.
3. If a student's parking privileges are suspended for a period of time, that student may not park anywhere on campus.
4. Students must notify their grade-level office of any change in information on the parking application including address, vehicle make/model, or license number.
5. Parking permits are assigned to individuals who register specific vehicles. Only that student may use the permit. Students who stop driving to school may not give their parking space to another person.
6. All legal driving laws and courtesies must be observed while on school property. Driving in a dangerous or reckless manner will not be tolerated. The administration and their designated monitors will use their judgment to determine if student driving is inappropriate or in violation of driving laws (re: reckless, failed to stop at a stop sign, traveling with excess speed).
7. **Possession or use of any tobacco product or e-cigarette as outlined in CVSD School Board Policy 222 is not permitted** at any time in the parking lots, including while vehicles are entering or exiting the campus. Tobacco products are not permitted in any student vehicle.
8. The following items are not permitted in students' cars while on school property under any circumstances: weapons, banned substances (i.e. alcohol, marijuana, illegal drugs), and any other items identified by school policy.
9. Students who withdraw or transfer to another school lose their parking pass and forfeit any right to that pass.
10. When students are permitted to drive to school, vehicles should be locked and inaccessible during school hours except by permission from the school office.
11. Students are required to drive safely to and at school events.

12. Students who drive are not permitted to loiter in the parking lot.
13. On rare occasions, your parking space may not be available due to the District needing the parking lot for another purpose.

Note: Students who park on campus do so at their own risk. The district does not assume responsibility for student driven vehicles. Students are not permitted to leave the school building to return to their car during the school day. If an emergency arises and it is deemed necessary by an administrator for a student to go to his/her car and return to the building, the student must be escorted by a staff member designated by the administrator. Any bag or item brought into the school from the car is subject to search by an administrator.

### **Frequently Asked Questions**

**Q – Can a person pick up a parking permit for someone else?**

**A –** No. Students will print their own permit at home and place it on the dash of their car.

**Q - Where do I park on the first day of school?**

**A –** Park in any student space that is open. Student spaces are numbered – since numbered spots have not been assigned, you can park in any numbered spot, and you can park in a different spot each day.

**Q -What about days when the lot is being used for a district event and I can't use my spot?**

**A –** Rarely (usually one or two days a year), the parking lot will be utilized by others who are on campus for an event. During those times, announcements will be made in advance and you will be given instructions on alternative locations to park. It is possible that you may not be able to park on campus on those days.

**Q – What if I get into trouble for speeding on campus?**

**A –** You will receive the District consequence for unsafe driving and you may be cited by the local authorities. Our school resource officer takes this very seriously.

**Q - What if I stop driving to school?**

**A -** Students who stop driving to school may not give their parking permit to another person.

**Q – Wouldn't it be easy for me to just print a bunch of parking permits and hand them out to others so people do not need to go through the hassle of vehicle registration and the acknowledgement of forms?**

**A –** Yes. We are understanding of the unique situation of the school at this time, and we are extending a certain amount of grace and trust. If a student is not honest on their registration form or abuses this opportunity in anyway, the consequence will be tough, and the student will not be permitted to park on campus for the remainder of the year.

### Safe Driving to School Events

Cumberland Valley is concerned about the safety and the driving habits of our students. If students are found to be driving recklessly either to or from school events he or she may be subject to discipline.

### Use or Abuse of Motor Vehicles (Policy #223)



Administrators have the right to regulate the use of motor vehicles on school property. When students arrive at school in the morning, they should immediately enter school. If requested by an administrator, the District will arrange to sign complaints concerning trespassing, excessive vehicle speed, and other offenses before the local magistrate on behalf of Cumberland Valley School District. The principal may make contact with the police to apprehend offenders when immediate action is necessary.

As a condition of obtaining a parking permit under Policy #223 (Use/Abuse of Motor Vehicles), each student applying for a parking permit, and each student's parent or guardian, shall consent to random searches of vehicles driven by students to school and parked on campus in designated student parking areas. Random searches of student vehicles shall be conducted by the High School administration, in conjunction with local law enforcement, using trained drug dogs. The High School administration will coordinate random drug dog searches each academic year as needed.

### **Student Records (Policy #216)**

All requests for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate building principal. All such requests shall be acted upon and access granted within 45 days after receipt of the written request. However, if the child is a special education student, the School District must comply within thirty (30) days of the request.

The District reserves the right to charge a reasonable per page fee for copies of records requested by parent/guardians or adult students. This fee is currently set and may be adjusted by decision of the School Board.

The School District will not divulge, in any manner, any information to any person other than the parents/guardians, students, and those defined in the Policy #216 (Student Records) without receiving written consent from the student's parent/guardians or the adult student. Said consent shall be dated, signed, and shall specify the records to be released.

Policy #216 Student Records and #216.1 Student Records - Exceptional Students are available from the building principal and on the District web page.

### **Student Smoking/Tobacco (Policy #222)**

Tobacco use includes smoking and the use of smokeless tobacco in any form. Act 168 defines **smoking** as the carrying by a person a lighted cigar, cigarette, pipe or other lighted smoking device. Smoking/tobacco violations are submitted to the state Safe Schools Report 1303. Students found to be in violation of Act 168 will be reported to the appropriate police department for prosecution and, in addition, will receive an appropriate consequence in accordance with the Table of Discipline. Students found to be in possession of tobacco products will have the materials confiscated and a letter sent to their parents/guardians notifying them of the possession.

The use of E-Cigarettes, any device that mimics the use of a cigarette, and the paraphernalia associated with cigarettes or e-cigarettes is not permitted, is considered "smoking" for school purposes, and is subject to the same school consequences as if being in possession of a cigarette

or cigarette paraphernalia.

### **Remediation, Acceleration, and Enrichment (Policy #124)**

Cumberland Valley provides a continuum of remedial, acceleration, and enrichment opportunities. These courses and programs will be offered in the traditional classroom setting, blended, or fully online to support remediation, acceleration, and enrichment. All such courses must be Board approved. To learn more about these programs contact a school counselor and review the summer school guideline on the High School web page.

#### **Remediation**

A Summer School Program has been established to serve all high school and middle school students of the Cumberland Valley School District. Remedial classes are offered for students who have failed a subject. Summer remediation courses for credit recovery are typically offered from the middle of June until late in July. The tuition-based program is primarily conducted on-site and in a face-to-face format. Students whose final course grade during the traditional school year is less than 50% are ineligible to take a credit recovery course in summer school. Summer school grades will be recorded on a separate line of the student's transcript.

#### **Acceleration**

Acceleration courses are a way for students to earn credit for courses offered outside of the normal school day/school year. Acceleration courses may be offered by Cumberland Valley or colleges/universities. Secondary courses offered for acceleration must be adopted by the Cumberland Valley School District Board of School Directors. Tuition may be charged to all students who participate in acceleration. For courses taken during the summer, grades will be recorded on the fall report card and on the student's transcript.

#### **Enrichment**

Secondary courses offered for enrichment provide students the opportunity to complete course work or programs for their academic and/or personal growth and/or the development of their resume or portfolio. Tuition and any related fees for enrichment courses shall be charged directly to the students participating in course/program. For courses taken during the summer, grades will be recorded on the fall report card and on the student's transcript.

### **Report Cards**

Report Cards will be electronically released at the end of each nine-week grading period through the Parent Portal of CVSIS. Report Card release dates are listed in the District Calendar, but these dates may be delayed if schools must be closed due to inclement weather or other emergencies. Parents may request a printed copy of their child's report card from the individual buildings.

### **Transportation Guidelines/Notes**

#### **School Video/Audio Surveillance (Policy #810.2)**

The use of video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior and preventing violation of bus/school rules, district policies, and PA law;

and utilizing and/or dispensing such surveillance when required for disciplinary, civil, and/or criminal matters. The actual taping may include audio or video, or both.

Video/Audio recorders may be placed on or in any and all school buses/vans or schools. All students are subject to being videotaped on the school bus/van or at school at any time. Video/Audio media are not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes. Please see Policy #810.2 for more detail.

#### Requesting Change of Bus Stop Location

- Requests must be submitted on bus stop change form.
- No changes will occur the first three weeks of school.
- All requests will be reviewed by the Transportation Manager.
- Review of request may take 4 weeks and will be responded to in order received.
- Response will be written.

If a student is to ride another bus or get off at another stop, the student must have a note from a parent, signed by a principal or their designee to give to the bus driver. **Only under emergency circumstances will a telephone call to the building requesting a bus change be accepted.**

#### Riding Guidelines

The following material is to inform the passenger of several basic rules and procedures. The following guidelines will be followed:

##### 1. Previous To Loading

- a. Be on time at the designated bus stop. **Arrive five minutes before the bus is due.** The bus will not stop if no one is standing at the stop. Busing schedules do not allow the drivers the time to wait at each stop.
- b. Respect the property rights of people who reside at or near the bus stops.
- c. Do not get into private vehicles with strangers.
- d. Wait until the bus comes to a complete stop before attempting to enter the bus. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.
- e. Tobacco use is not permitted on the bus or at any bus stop. Violators will be subject to charges/fines.

##### 2. Behavior on the Bus

- a. Observe regular classroom conduct except for ordinary conversation and follow the bus driver's instructions. Bullying and bullying type behaviors will not be tolerated on the bus. The bus driver has the same authority on the bus as the teacher has in the classroom.
- b. Remain in your seat, facing forward at all times. Do not change seats at bus stops.
- c. Keep your hands, head and feet inside the bus at all times.
- d. Keep the aisle clear.
- e. Live animals, water guns, fireworks, and similar items that may divert the driver's attention are not permitted on the bus.
- f. Scuffling, fighting, eating and drinking, the use of tobacco products, and the use of profane language are strictly forbidden.

### 3. Animals on the Bus

It is the District's standard operating procedure that we do not allow animals to accompany students on District-provided transportation unless the animal is documented and confirmed as a service animal by the District Office. Principals and teachers are not authorized to allow students to bring an animal on any bus or van. If there is a project or any other District event in which a student wishes to transport an animal to school, the student will have to obtain their own transportation.

### 4. Bus Riding Conduct

Any pupils involved in an act of misconduct that is detrimental to the health and safety of other pupils, bus driver, vehicle, or person(s) outside the vehicle shall have their riding privilege reviewed as indicated:

- a. First Offense (Warning): A conference between the bus driver and offender will be held.
- b. Second Offense (Misconduct Report): Riding privileges may be revoked 1-5 days and/or suspension/detention. Parents will be notified.
- c. Third Offense: Riding privileges may be revoked 1-10 days and/or detention/suspension. Parents will be notified.
- d. Fourth Offense (Indefinite Bus Suspension): Parents are informed that their child is suspended from the school bus for an indefinite period of time.

Students must remain on campus or in the custody of the school once they get on the bus or arrive on campus.

### Vo-Tech Transportation

The District provides transportation to/from the Cumberland-Perry Area Vocational Technical School (CPAVTS).

**\*\*Inquiries regarding transportation should be made to the [Transportation Manager at 717-506-3310](#).**

### **Terroristic Threats (Policy #218.2)**

A student found to have committed terroristic threats or acts may, in addition to any discipline imposed or restitution ordered, be required to pay costs in the amount equal to the cost of the evacuation and/or additional police and security costs, including but not limited to, police, fire, and/or ambulance response, and the cost of transportation of any individual(s) from the building, place, of assembly, or facility.

If a student makes a threat to another student, staff member, administrator, Board member, oneself or community member, the student shall be required to participate in a threat screening to determine if the student is a threat to self or others.

### **Unlawful Harassment (Policy #248)**

It is the policy of the Cumberland Valley School District to maintain a learning environment free of all forms of harassment. We feel that it is very important to know that we have a policy that both prevents and deters all forms of harassment.

#### **Definition**

The harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

1. Name calling
2. Pulling of clothing
3. Graffiti
4. Notes or cartoons
5. Forms of sexual harassment may include but are not limited to; unwelcome sexual advances, requests for sexual favors, verbal harassment, repeated remarks with sexual and demeaning implications, unwelcome touching, sexual jokes, or other verbal or physical conduct of a sexual nature.

#### **Education**

Through the high school health curriculum, Cumberland Valley attempts to further define and explain sexual harassment, its heightened awareness in today's society, and the need to eliminate it. We hope to address this problem through both our discipline code and our educational program.

#### **Notification**

1. Any student who believes that he/she has been sexually harassed should report the incident to a high school administrator, teacher, counselor, or the School Resource Officer.
2. Upon notification you will be asked to make a written statement of the incident.
3. Your right to privacy will be respected as much as possible.
4. We take all reports seriously.
5. We will take the appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.
6. The District will take action if anyone tries to intimidate you or take action to harm you because you made such a report.

### **Visitor Guidelines**

Please assist us in keeping our building secure for our students and staff.

Due to the concern for the safety of all of our students, visitors during school hours are discouraged. Any exceptional situations must receive prior approval from a principal. Former students must make arrangements to visit after school hours. Students who are attending other area high schools will not be granted permission to visit. **Parents/Guardians** of CV students are welcome as long as they have made an appointment in advance.

- ⇒ **All visitors must report directly to the high school main office to obtain a visitor's identification badge, which must be worn and visible at all times.** People who enter the buildings without knowledge and consent of the administration may be subject to trespass regulations.
- ⇒ A valid driver's license is required to obtain a visitor's badge.
- ⇒ Students from other area schools will not be permitted on campus without permission from a building administrator.

- ⇒ All visitors must be escorted while in the building during the school day.
- ⇒ Students are not permitted to let others in any door of the building.

### **Work Permits**

The state of Pennsylvania requires a work permit for any person age 14 to 18. Application forms may be obtained in the high school office during school hours, 7:00 AM through 3:45 PM. The student **MUST** bring with them evidence of age. Documentary evidence of age accepted will be birth certificates, baptismal certificates, passports, or military IDs, and driver's license.

## **BEHAVIOR GUIDELINES AND INFORMATION**

### **Acceptable Use of Computer Network (Policy #815)**

Use of the computer network shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Students may only use the District network for educational purposes.

#### **Consequences for Inappropriate Use**

Use of the District computer is a privilege and not a right. At its sole discretion, the District may restrict any person's access to the computer network. The District reserves the right to remove a user account from the network to prevent further unauthorized activity. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network may be reported to the appropriate legal authorities for possible prosecution. Refer to Consequence Fact Sheet for further details about specific consequences.

Vandalism to the CVSD computer network will result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes, but is not limited to, uploading or creating computer viruses, unauthorized alteration of computer settings or files, and downloading unauthorized files.

#### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### **Bullying and Cyberbullying (Policy #249)**

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student or group over time by another student or group that has the intent and effect of one or more of the following: physically, emotionally, or mentally harming a student; damaging, extorting or taking a student's personal or academic property; placing a student in reasonable fear of physical harm; placing a student in reasonable fear of damage or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; systematically and intentionally excluding a student from activities with peers; spreading false information about a student or attempting to influence others to exclude a student; using relational aggression, which is defined as behavior which can undermine or destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can

engage in direct or indirect bullying and it can be either physical and/or psychological in nature. The term "**bullying**" will include direct, indirect, and cyber bullying as defined in the Bullying Policy #249

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all school district schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational and learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated in any school setting.

### **Telephones/Messages**

Parents/Guardians may call and leave messages with a secretary during the school day; however, no messages, other than emergencies, will be given to students or teachers during the time that classes are in session. Students will not be permitted to make telephone calls from the office unless it is urgent. Parents should only call or text their child's cellular telephone during the time designated for student cellular telephone use.

### **Cellular Telephones**

Cell phone use is permitted during the following times: morning resource time, passing time (between classes), in study halls, at lunch, in the library, and after dismissal. The following conditions apply:

- At no time should students use cell phones to capture images (camera or video) unless with specific permission from a teacher or administrator.
- At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher.
- Phones should be set to silent (not vibrate) or turned off during all classes and study halls.
- Checking the time is not an acceptable reason to access a phone during class time.
- Cell phone use is not allowed in ISS, detention, lunch detention, or in other disciplinary settings.
- Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy (Acceptable Use Policy #815, Academic Policy #243, Unlawful Harassment Policy #248, and Bullying Policy #249) or school rules.
- Cell phones may not be used to access and/or view Internet websites that contain "inappropriate matter" as defined in the district's Acceptable Use of Computer Network Policy and Social Media Policy.
- To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence are violations of the acceptable use policy. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

- To create, send, share, view, or disseminate sexually explicit, lewd images or video content, as such acts may be a crime under state and/or federal law.
- Students should have no expectation of privacy when using the district-owned Electronic Communication Devices and when using the district's WiFi or other service(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the district's WiFi or other service(s).
- Any student possessing and/or sending assessments of any form, including homework, to others will be in violation of the Academic Integrity Policy.

\*\*The school is not responsible for cell phones that are damaged, lost or stolen on school property.

### Consequences

- Violations of the above conditions will result in the following:
  - 1<sup>st</sup> offense: The teacher will verbally tell the student to put the cell phone away.
  - 2<sup>nd</sup> offense: The teacher will confiscate the phone and return it to the student at the end of the period.
  - 3<sup>rd</sup> and additional offenses: Confiscated phones will be sent to and kept in the grade-level office until picked up by a parent or guardian during the hours of 7:30 AM - 3:15 PM. If a parent or guardian cannot pick up the phone, it will remain in the grade-level office for one week. At the end of one week, the phone will be returned to the student.
- If asked by an adult to turn over a phone, students are expected to comply respectfully and discuss any concerns with the grade-level principal.
- During Keystone and other mandated tests, cell phones are not permitted in the testing area. Violation will result in suspensions.
- Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences, including suspension.
- Any electronic device suspected of containing illegal content may be handed over to law enforcement.
- Violations of the code of conduct by using an electronic device or social media during the school day will be treated as any other violation of the code of conduct. This includes name calling, harassment, bullying, or dissemination of inappropriate material.

### Pictures and Video

- Students are not permitted to take pictures and/or video of teachers or other students without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate consequences.
- It is a violation to video, photograph, forward, post, or publish a fight or another altercation.
- Consequences for a violation of this nature may result in suspension.

### Electronic Communication Devices (Policy #237)

**Electronic Communication Devices** are communication devices that are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. These devices have voice, data, text, and/or navigation capabilities that are able to access



the Internet, transmit telephone calls, text messages, e-mail messages, instant messages, video communication (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. See Board policy for examples of Electronic Communication Devices.

Students may possess personal electronic devices within the high school when they are used in compliance with this policy, other District policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the District. The Board permits the silent use of personal electronic devices by students. These devices may only be used if the student has written consent from his/her parent(s)/guardian(s) on a form provided by the District.

**\*\*The District shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to School by a student.**

Students may not use their devices in the following situations:

- during tests, examinations, and/or assessments, unless the teacher gives authorization
- to cheat, engage in unethical conduct, and violate the Academic Integrity Policy.
- to access and/or view Internet websites that contain "inappropriate matter" as defined in the District's Acceptable Use of Computer Network Policy and Social Media Policy
- in invade the privacy rights of others, violate the rights of others, or harass, threaten, intimidate, bully or cyber bully others
- in locker rooms, bathrooms, dressing rooms, and swimming pool areas.
- to create, send, share, view, or disseminate sexually explicit, lewd images or video content
- in homeroom if the announcements are being televised or if the time is being used for instructional purposes such as a class meeting.

Devices are subject to search in accordance with the law and devices may be turned over to law enforcement officials accordingly. Students should have no expectation of privacy when using the District-owned devices and when using the District's WiFi or other services. Disciplinary consequences shall be in accordance with the District's policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use of Computer Network, Bullying/Cyber bullying, Harassment, Social Media, and other policies.

(Also see **Social Media Policy #816**)

#### Portable Music Devices

Portable music devices are permitted to be used during school time in the following instances: morning resource time, study halls, in the cafeteria during lunch, in the library, in the halls at any time, and after dismissal. Furthermore, portable music devices are permitted during class time at the discretion of the teacher. Music devices are not permitted in ISS, detention, and other disciplinary settings. It is expected that students will practice accepted etiquette with respect to volume and use of these devices. Failure to do so may result in loss of privileges. **The school is not responsible for items that are lost or stolen on school property.**

While listening to music it is important that students are able to hear any alerts that may occur in their surroundings. For example: if a student is walking in the halls and listening to music using ear buds, he/she should be able to hear someone call his/her name or hear if an alarm is activated.

### **Cutting Class**

Class cuts include anytime a student is absent from a class without permission or anytime a student is “missing” due to the fact that he/she is in an area of the building without proper supervision or authorization.

Nurse Office and Counseling and Career Center: When students enter these areas, they are required to both sign in and sign out using their student ID. Failure to sign out, even if it is at the end of the period, may result in a class cut. Students must be able to demonstrate that they were in these areas for the duration of the period.

Illness: Students who are ill need to utilize the nurse office. Staying in the bathroom because of a headache or throwing up is considered cutting class.

### **Dice, Gambling and other Games of Chance**

Students are not permitted to have dice or other games of chance during the school day. We ask students to leave these items at home. Items listed or used to play games of chance will be taken from the student or students involved. Parents will be able to pick the items up at school at the grade-level assistant principal’s office.

### **Dress Code (Policy #221)**

The Cumberland Valley School District Dress and Grooming Code Policy prohibits student dress or grooming practices which:

1. Present a hazard to the health and/or safety of the student or to others in the school.
2. Interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following are **NOT** acceptable during school hours:

Head Coverings, including but not limited to, baseball hats, caps, headbands, doo rags, knitted hats, beanies, hoodies, visors, and bandanas.

- Exceptions may be granted by a building administrator for medical or religious reasons.

Coats, including but not limited to, large, oversized jackets, trench coats, western dusters, or overcoats of a similar nature.

- All coats must be kept in lockers during the school day.

Provocative and immodest tops or shirts, including but not limited to, transparent tops, low-cut tops (front and/or back), mesh tops, tube tops, or midriff-exposing tops.

Provocative and immodest shorts, skirts, dresses, and pants, including but not limited to, extremely short skirts and shorts, and extremely short dresses.

- All undergarments, including but not limited to, boxers, thongs, and panties must be completely covered during the school day.

Inappropriate attire, including but not limited to, any clothing or accessories that depict slogans, pictures, images, symbols, advertisements, etc. that do any of the following:

- Depict or suggest the use of drugs, alcohol, tobacco, weapons, or violence.
- Depict or involve sexual connotation or innuendo.
- Degrade any individual or group on the basis of race, ethnic background, national origin, religion, gender, age, disability, sexual orientation, etc.
- Include profane, obscene, or violent language or images.
- Depict any other derogatory or negative messages or endorse illegal activities.

Note: Clothing is deemed provocative, immodest, or inappropriate at the discretion of the administration even if it does not fit into one of the categories contained in these guidelines.

Unsafe accessories which may pose a safety risk to students and school property, including but not limited to:

- Non-prescription sunglasses. (Prescription sunglasses may be worn with an approved doctor's note.)
- Any other accessories or clothing that may scratch, mark or damage school property or injure students.

#### Unsafe Footwear

- Shoes must be worn at all times during the school day.

\*Discretion – In view of the fact that fashions are continually changing, the building principals have the discretion to be the final authority in all issues regarding the dress and grooming guidelines.

#### **Dress Code School Dances**

A committee of students and administrators met to discuss and agree upon a school dance dress code that would promote a healthy, safe, and enjoyable event for all involved. This dress code is intended to cover all CVHS dances including, but not limited to, Homecoming, and Prom.

##### Ladies:

- Strapless / spaghetti strap dresses are allowed.
- Dress / skirts must be an acceptable length.
- Slits must not be so high that body parts or undergarments are exposed.
- Backless to waist is permitted. Below waist is not permitted (opposite your belly button).
- No garters or other exposed lingerie / undergarments.
- No sheer / see-through dresses and no see-through sides or bare sides.
- No excessively low cut dresses or tops which expose personal body parts

##### Gentlemen:

- No T-shirts (collared shirt recommended).
- Shirts must have sleeves.
- Shirts must remain on.

- Dress pants or slacks must be worn; no jeans.
- No bandanas.

**Please note the following:**

Once students are admitted into the dance, if they alter their attire in such a way as to violate the specific dress code standards, they will be removed from the dance and will lose the privilege to participate in the next dance. Parents will be notified.

Students who are unsure if their attire meets dress code standards should see their principal prior to the dance.

**\*If you have a guest, it is your responsibility to be sure he or she is aware of the dance dress code.**

**Drug and Alcohol Testing/Awareness (Policy #227)**

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety, and welfare of all students. In keeping with the mission of the District, the role of this drug and alcohol abuse prevention policy and programs is to build partnerships between faculty, administrators, coaches, parents/guardians, and students in order to reduce alcohol and other drug related barriers to academic, athletic, and personal development. Cumberland Valley School District provides a multifaceted approach to drug and alcohol prevention. Therefore, it is the Board's intent to promote nonuse behavior and provide policies that emphasize that the use of alcohol and drugs will not be tolerated.

The purpose of this policy is to establish rules and regulations intended to prevent the use of drugs as follows:

- To prevent all students including student participants in athletics, extracurricular and/or co-curricular activities, and students receiving driving privileges to and from school from using drugs (including look-alike drugs), alcohol, non-anabolic and anabolic steroids.
- To protect the health and safety of all students.
- To prevent accidents and injuries resulting from the use of drugs, alcohol, non-anabolic and anabolic steroids.
- To provide an effective Student Assistance Program for students who are using drugs, alcohol, non-anabolic and anabolic steroids.
- To empower students to make responsible choices relating to the use of drugs, alcohol, non-anabolic and anabolic steroids.

**Random Breathalyzer Testing**

As yet another tool in the District's overall program to educate students on the harms of substance abuse and to deter and prevent alcohol abuse by its students, the Board has approved the implementation of random breathalyzer testing of students attending school sponsored dances. Random breathalyzer testing is not intended to replace, nor does it replace, breathalyzer testing which may be administered based upon reasonable suspicion.

Every student attending any school dance must consent in advance to participate in random breathalyzer testing. If the student and student's parent/guardian fail to submit a valid consent form signed by the student and student's parent/guardian, the student will be denied the privilege of attending the school dance.

Breathalyzer testing shall be performed upon students selected at random and shall be tested prior to allowing the student to enter the school dance. The Superintendent shall designate one (1) or more administrators to oversee and implement random breathalyzer testing at each school dance at which the Superintendent has determined to conduct such testing.

#### Random Drug Testing

The Cumberland Valley School District considers participation in athletics, extra-curricular and/or co-curricular activities, and driving to and from school to be a privilege and a voluntary activity available to every student. Students volunteering to participate are expected to accept the responsibilities granted to them by this privilege.

#### *Requirements*

Every student participating in a Cumberland Valley School District athletic team (including managers and statisticians), those participating in extra-curricular and/or co-curricular activities, and those with parking privileges must consent to random drug testing.

At the beginning of each school year and prior to engaging in any such activity, every student athlete, every student participating in an extra-curricular and/or co-curricular activity, and every student granted parking privileges, and each student's parent or guardian will be required to sign a contract agreeing that the student shall submit to random drug testing at any time and without prior warning. Drug testing shall be performed by analyzing urine samples produced by randomly selected students. Samples will be collected by trained personnel. In order to insure the accuracy of the tests, samples will be collected in a designated area. Techniques will be adopted to prevent tampering. A certified laboratory will be used for the testing of the collected samples. All costs associated with the testing will be paid by the School District.

Students subject to random drug testing shall be eligible for selection for testing throughout the entire school year. In addition, students participating in an athletic program or extra-curricular and/or co-curricular activity which engages in practice or competition before or after the school year (e.g. pre-season or post-season conditioning or summer band camp) shall be eligible for testing during that period as well. Individual students will be randomly selected to participate in the drug test. In addition, athletic teams, extra-curricular and/or co-curricular groups, and the entire group of students with parking privileges, shall be subject to team-wide or group-wide, as the case may be, drug testing during the athletic season or while the extra-curricular and/or co-curricular group is in session, whereby an athletic team, extra-curricular group or co-curricular group (including the group of students with parking privileges) may be randomly selected, thereby requiring all students who are members of that team or group to submit to drug testing as set forth herein.

Should a student athlete, a student participating in an extra-curricular and/or co-curricular activity, or a student granted parking privileges at any time refuse to produce a sample for testing or give an altered sample for testing, this action will be treated as a violation of the Random Drug Testing policy, and shall be considered a first, second or third offense, as set forth below, depending upon whether prior violations have occurred. Student samples will be screened for the illegal use of drugs. The results of the tests will be disclosed only to the student, the student's parents/guardian, and of the following school personnel: the athletic director, the principal, the student assistance program, the coach or activity director, and any other School District officials or employees who have a legitimate need to know. It is the responsibility of the school representatives to protect the confidentiality of the test results.

If the student tests positive for drugs, the following responses will be activated:

1. A confirmation test (second test) will be conducted utilizing the original sample. If the result of the confirmation test (second test) is negative, no further action will be taken. If the results of the confirmation test (second test) are positive, the Medical Review Officer and building principal will provide written notice to the parents/guardian stating the result.
2. The Medical Review Officer will conduct an evaluation with the student and the student's parents/guardian to determine if there is a valid reason for the use of the detected drug.
3. The student must participate in a drug assessment program. Failure to participate in one of these programs will result in dismissal from all athletic, extra-curricular and/or co-curricular participation. Student drivers will have their driving privileges revoked for failure to participate.
4. The student will be assigned a mentor from the Student Assistance Program Team. The student must meet with this mentor at least weekly to discuss the student's progress toward fulfilling his/her responsibilities to the school.
5. A positive drug test, i.e. a drug test indicating the presence of drugs in the student's body, resulting from a random drug test administered under this Section II will not result in suspension or expulsion from school.
6. No student will be penalized academically for testing positive to the illegal use of drugs. This includes students who are suspended from participation in the non-school hour components of co-curricular activities. The results of positive drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District will not solicit.

#### *Penalties for Violations*

Any student athlete, any student participating in extra-curricular and/or co-curricular activities, or any student with parking privileges who is found to be possessing, using, distributing or selling any drug, including testing positive for drug use pursuant to the random drug testing policy set forth herein, shall be subject to the following penalties:

1. First Violation - For a first offense of Section II of the Random Drug Testing Policy, the principal shall suspend the student from all extracurricular activities, co-curricular activities, athletic competition, and parking privileges for a period of sixty (60) calendar days beginning with the date the Medical Review Officer notifies the School District. The sixty (60) day suspension may be reduced to a thirty (30) day suspension beginning with the date the Medical Review Officer notifies the School District if the student immediately begins and continues through the Student Assistance Program. During this suspension period, the student may not attend or participate in

any athletic events, extracurricular activities, and co-curricular activities, including performances and competitions.

2. Second Violation. For a second offense the principal shall suspend the students from attending and participating in all athletic, extra-curricular, and co-curricular activities, and shall rescind parking privileges for a period of one year (365 days) from the date of notification by the Medical Review Officer.

3. Third Violation. For a third offense, the principal shall permanently suspend the student from attending and participating in all athletic, extra-curricular, and co-curricular activities, and shall rescind parking privileges for the remainder of the student's years while attending Cumberland Valley.

### **Extra-Curricular and Co-Curricular Activities (Policy #122)**

For purposes of this policy, **extra-curricular activities** shall be those activities, which are sponsored or approved by the Board, Administration, Athletic Director, or Principal, but are not offered for credit toward graduation. **Co-curricular activities** are those activities that are sponsored or approved by the Board, are offered for credit towards graduation, and have components of their program that include attendance at and participation in activities scheduled during non-school hours. This policy is intended to be applied to out-of-school situations.

#### **Code of Conduct**

All students participating in extracurricular/co-curricular activities are required to abide by the Code of Conduct at all times, twenty-four (24) hours per day, seven (7) days per week, regardless of location or whether the student is actively engaged in the extracurricular/co-curricular activity, during the season of activity. Any student found to be in violation of Code of Conduct, shall be subject to penalties set forth in Policy #122. For more information, please refer to current policy on the School District web site.

### **Field Trips (Policy # 121 and Policy Supplement)**

For the purposes of this policy, a **field trip** shall be defined as any journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

- Written permission shall be obtained from the parents for all field trips on such forms provided by the principal's office.
- Students scheduled to take the mandated state assessment test(s) or final exams may not participate in field trips scheduled during those times.
- The Superintendent shall have the authority and discretion to cancel any field trip without prior notice if the Superintendent determines that canceling the field trip is in the best interest of the health, safety, or welfare of the field trip attendees. By way of example, the Superintendent may cancel field trips in response to declared states of emergency, extreme weather conditions, terror alerts issued by the U.S. Department of Homeland Security, etc.
- The days on which students and teachers are on tour which are regular school days will not be considered as days absent from school. Students will be responsible for making up work missed.
- If a student is withdrawn by the parent/legal guardian after Board approval has been granted, the parent/legal guardian accepts all responsibility for any loss of deposits.

- In addition to the student code of conduct, student discipline will emphasize the following: student responsibilities, possession/use or purchase of lasers or replica weapons as souvenirs, bus misconduct, possession/use of tobacco products, drugs, or alcohol, unacceptable clothing or language, unsafe behavior, theft.
- See the Policy supplement for details on how accidents and situations involving serious injury or loss are handled.
- In the event of an arrest of a student or a major discipline infraction, the principal and parent/guardian will be notified. The parent/guardian will most likely need to arrange for transportation of the student home at his or her own cost.

### **Gangs**

Definition: A "gang" is a group of people, including students, which initiates, advocates, or promotes activities that threaten the safety or wellbeing of persons or property on school grounds or which disrupt the school environment. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### **Hazing (Policy #247)**

For purposes of this policy **hazing** is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

Endangering mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

*Endangering the physical health* shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity. Any students who engage in any form of hazing, whether on or off campus, will be subject to discipline.



### **Locker Rooms**

No student is permitted in any locker room during unauthorized times (or in unauthorized areas) unless he or she is accompanied by an adult. Unauthorized times would be any times that the student does not have a physical education class or is participating in a sanctioned athletic event.

### **Public Displays of Affection**

Public displays of affection, other than the holding hands, are not acceptable in the school environment. Please be respectful of others and the educational environment.

### **Pornography**

Possession/distribution of pornography is a violation of policy and will be addressed accordingly.

### **Skateboarding, roller blading, scootering, and like devices**

These devices are not permitted on the school campus without permission.

### **Threats**

It is never appropriate to threaten others, make comments that could cause others to feel threatened, or make comments about hurting oneself. This would include unnecessary comments about violence, weapons, torture, etc... If it is determined that a student has made verbal or written statements that are threatening in nature, the administration may require the student to obtain a threat assessment from a mental health professional before returning to school.

### **Weapons (Policy #218.1)**

The School District shall expel for a period of not less than one (1) year any student who violates the weapons policy in school or at school activities. Such expulsion shall be given in conformance with formal due process proceedings required by law. The superintendent may recommend modifications of such expulsion on a case-by-case basis.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. This definition also includes replicas of weapons. The term weapon shall include but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, bomb, explosive, ammunition, Taser or any commercially-made or home-made device using propelled wires or direct contact to transmit electrical pulses designed to affect the sensory and/or motor functions of the nervous system, and/or any other tool, instrument or implement capable of inflicting serious bodily injury which serves no common lawful purpose.

### **STUDENT DISCIPLINE (Policy #218)**

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees. Any student disciplined by an employee of the Board shall have the right to notice of the infraction and a hearing before

the building principal prior to being disciplined, and may appeal the determination thereof to the superintendent.

- ⇒ Refusal of a student to accept the assigned consequence will result in escalating consequences.
- ⇒ A student who is assigned In-School or Out-of-School Suspension is eliminated from participating in or attending any school function other than academic sessions during the time of the suspension. As it pertains to students participating in after school activities, the student is suspended from activities on the day of the suspension and the entire day on any subsequent days of suspension (including weekends), unless otherwise specified by an administrator.
- ⇒ As a rule, students who attend other programs (CPAVTS, CASA, etc.) and are suspended will be suspended from both schools unless otherwise noted by an administrator.

Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations, and a responsibility to develop within the school a climate conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. **It is the responsibility of the students to conform to the following in school or at school activities:**

- a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- d. Assist the school staff in operating a safe school for all students enrolled therein.
- e. Comply with Commonwealth and local laws.
- f. Exercise proper care when using public facilities and equipment.
- g. Attend school daily and be on time at all classes and other school functions.
- h. Make up work when absent from school.
- i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- j. Report accurately and not use indecent or obscene language in student newspapers, publications, *or on school premises*.

It shall be a violation of this Code of Student Conduct for any student to conspire with another person, or aid or abet another person, to engage in conduct that adversely impacts the educational environment or is otherwise a violation of the Code of Student Conduct. In addition, it shall be a violation of the Code of Student Conduct for any student to attempt or threaten to engage in any behavior that would adversely impact the educational environment or is otherwise a violation of the Code of Student Conduct. Although students might engage in certain behaviors off-campus and outside of school activities, such behavior nonetheless may be a violation of the Code of Student Conduct if the off-campus behavior adversely impacts, or poses a substantial risk of adversely impacting, the educational environment and/or the health, safety, or welfare of School

District students or employees.

Violations of the general provisions above shall be enforced and punished in accordance with the following Table of Discipline:

## **TABLE OF DISCIPLINE**

### **Level I:**

Misbehavior which impedes orderly classroom procedures or interferes with orderly operation of the school.

**The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

### **Examples (not exclusive):**

Academic dishonesty; Bus misconduct; Cell phone, laser, electronic device violation; Damage/Deface school property; Disobedience, insubordination, defiance, disrespect; Disruptive behavior; Dress code violation; Driving/Parking violation; Failure to report to assigned consequence; Forging a note; Failure to follow procedure; Inappropriate behavior; Inappropriate language; Lying; Minor vandalism; Tardiness to class/school; Verbal harassment.

### **Interventions (not exclusive):**

Staff action; Referral to administration; Verification of offense; Notification to parent/guardian; Referral to school counselor; Informal hearing; Log of infraction; Truancy Elimination Plan; Student Assistance Program referral.

### **Disciplinary Options (not exclusive):**

Behavioral contract; Detention; Guidance/Health Services; Loss of make-up privilege and/or credit; Parent conference; Rearrangement of seating; Restitution for damage; Extended detention; School/ Community work; Special assignment; Suspension; Temporary removal from class; Verbal reprimand; Warning; Withdrawal of privileges

### **Level II:**

Repetition of prior Level I misbehavior. Acts of a more serious misbehavior which disrupt the learning climate of the school or may constitute a threat to the health, safety, property and/or welfare of the students and/or staff (including aiding, abetting, or conspiring with another person to commit such act, or threatening to commit such act).

Level II infractions may require the intervention of outside agencies, including the police.

**The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

**Examples (not exclusive)**

Second or subsequent Level I misbehavior; Altercation; Class cut; Gambling/Exchange of money; Hazing, intimidation, bullying; Indecent exposure; Leaving school without permission; Possession or use of fireworks, smoke/stink bombs, matches, lighters, noisemakers; Minor theft; Physical harassment; Truancy; Vandalism

**Interventions (not exclusive):**

Staff action; Referral to administration; Verification of offense; Notification to parent/guardian; Referral to school counselor; Informal hearing; Police/Agency referral; Truancy Elimination Plan; Student Assistance Program referral

**Disciplinary Options (not exclusive):**

Administrative probation; Detention; Expulsion; Guidance/Health services; Parent conference; Police/Agency referral; Restitution for damage; Extended Detention; School/Community service; Alternative education; Citation; Suspension; Withdrawal of privileges

**Level III:**

Repetition of prior Levels I or II misbehavior. Use, possession, distribution, or sale of any drug, drug paraphernalia, or alcohol as defined in Policy #227. Serious acts against persons or property which disrupt the learning climate of the school or may constitute a threat to the health, safety, property and/or welfare of the students and/or staff (including aiding, abetting, or conspiring with another person to commit such act, or threatening to commit such act).

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

**The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

**Examples (not exclusive)**

Subsequent Level I or II misbehavior; Arson; Bomb threat, terroristic threat, false fire alarm or 911 call; Extortion; Fighting; Gang activities on school grounds or during school-sponsored activities; Physical attack on School District employee; Physical attack on student; Possession or use of dangerous weapons; Stealing District, faculty or student property; Threats; Use, possession, distribution, sale, or being under the influence of any drug, drug paraphernalia, or alcohol as defined in Policy #227.

**Interventions (not exclusive):**

Staff action; Referral to administration; Verification of offense; Student removal from situation; Student/Parent/Guardian conference with administrator; Informal hearing; Police/Agency referral; Board hearing; Student Assistance Program referral; Drug/Alcohol evaluation; Mental

health evaluation; Log of offense

**Disciplinary Options (not exclusive):**

Administrative or board probation; Expulsion; Police/agency referral; Restitution for damage; Suspension; Withdrawal of privileges; Alt. education; Citation; School/Community service

**DISCIPLINE PROCEDURES**

**Searches**

The Board reserves the right to authorize its employees to inspect a student's locker or any district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly 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 order of the schools. The High School administration will coordinate random drug dog searches of student lockers each academic year as needed.

Furthermore, as a condition of obtaining a parking permit under Policy #223, each student applying for a parking permit, and each student's parent or guardian, shall consent to random searches of vehicles driven by students to school and parked on campus in designated student parking areas. Random searches of student vehicles shall be conducted by the High School administration, in conjunction with local law enforcement, using trained drug dogs. The High School administration will coordinate random drug dog searches of student vehicles each academic year as needed.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

**Responsibility Chat**

A responsibility chat is a documented proactive conversation held between a student and a teacher, staff member, or principal. It is based on the philosophical belief that relationships and the exchange of ideas are important steps toward making progress and change. The purpose of the conversation is to help the student acknowledge the impact of his/her behavior on others (including self) and empower the student to resolve an issue prior to it escalating to the point of the assignment of tangible disciplinary consequences. During the process the student will be given an opportunity to respectfully process his/her thoughts and decisions by asking and answering questions, exploring personal feelings, and determining next steps.

**Detention**

An administrator may assign a student to administrative detention as a consequence for the student's inappropriate behavior. The student's grade-level principal will contact the parents and give the student advance notice so he/she can make any necessary transportation arrangements.

1. Administrative Detention is held Tuesday thru Thursday from 3:10 PM until 4:20 PM
2. The only excusable reasons for missing detention are: (1) pre-arranged medical/dental

appointments, (2) illness, (3) family emergency, (4) absence from school. The reason for missing detention should be confirmed with a written note from the parent and/or guardian.

3. A student who does not serve Administrative Detention can be assigned to additional consequences.

4. Detention will be operated with the following in effect:

- (a) The student is expected to arrive on time.
- (b) The student may not talk with others and must remain seated.
- (c) The student may not sleep.
- (d) The student may not possess food, drink, cards, games, or electronic devices.
- (e) The student may not use a computer.

(f) Students may use the time to make-up tests or assignments if the teacher is available to proctor. Any student who refuses to abide by the guidelines will be required to leave without receiving any credit for the time served that day and may earn additional consequences.

### **Lunch Detention**

Students assigned to lunch detention should report to the designated room promptly at the beginning of their lunch period. Then they will be escorted to the cafeteria to purchase lunch. Students will return to the designated room to eat lunch. Lunch detention is a disciplinary setting (no talking, no iPods, etc.).

### **In-School Suspension**

While in suspension it is expected that students will work on academics the entire time. Students sit in a checkerboard formation when possible (i.e., no one directly beside, behind or in front of another student) and are to remain seated at all times. Students must keep their heads up and eyes open at all times. Students may only use a computer for academic purposes and with permission from the ISS teacher. Electronic devices may not be used, and food and drink are not permitted. Students are expected to complete the work that a teacher assigns to be completed while the student is in ISS. If he or she fails to complete the work, he or she may be assigned detentions until the work is completed.

If a student has in-school suspension, he or she is **not permitted on campus** or to attend any school events after dismissal on that day unless prior arrangements have been made with an administrator.

### **Extended Detention**

Extended Detention is held every Wednesday from 3:10pm-5:00pm in the LGI Room. Students assigned to Extended Detention are responsible for their own transportation.

### **Out of School Suspension**

While suspended out of school students are **not permitted on campus** or to attend any school events unless prior arrangements have been made with an administrator. It is the student's responsibility to make up any school work missed or assigned while he or she is suspended.

### **Building-level Hearing**

A building-level hearing is scheduled by the grade-level principal any time a student's discipline reaches a level beyond what is normally considered standard grade-level misconduct. A building-level hearing is held with the student, the student's parent(s)/guardian(s), the grade-level principal and either the associate principal or the building principal. The purpose of the hearing is to review the student's current situation and discuss and implement a plan for moving forward. The plan may address behavior, attendance, or academic concerns and may include the assignment of consequences or an outline of consequences and/or a contract for future infractions. Once the hearing has been held, the administrative team will continue to monitor the student for success.

### **Corporal Punishment**

1. The District does not condone or permit the use of corporal punishment as a means of dealing with behavioral problems.
2. Notwithstanding anything to the contrary herein above provided, reasonable force may be used by teachers and school authorities to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property.

**\*\*All District Policies are available for review on the District Website at [cvschools.org](http://cvschools.org)**

## INDEX

Absentee Reporting, 18	Corporal Punishment, 48
Academic Integrity (Policy #243), 16	Credit Recovery for Seniors, 7
Acceptable Use of Computer Network (Policy #815), 30	Cutting Class, 34
Add/Drop and Course Change Information, 7	Detention, 46
Assignment Requests When Absent, 18	Diabetic Emergencies, 15
Athletics, 10	Dice, Gambling and other Games of Chance, 35
Attendance, 17	Discipline Procedures, 46
Behavior Guidelines and Information, 30	Dismissal from School (Appointments and Illness), 20
Breakfast Program, 12	Dress Code (Policy #221), 35
Bullying and Cyberbullying (Policy #249), 31	Dress Code School Dances, 36
Cardiac Emergencies, 15	Drug and Alcohol Testing/Awareness (Policy #227), 37
Career/Job Shadowing, 18	Early Release Program, 21
Cellular Telephones, 32	Educational Trips (Policy #204), 20
Class Rank, 6	Electronic Communication Devices (Policy #237), 33
Clubs and Activities, 21	Emergency Contingency Plans:, 10
College Application Procedures, 7	Emergency/Natural Disaster, 10
College Visitations, 18	English as a Second Language/English language Development, 11
Compulsory School Attendance (Policy #204), 19	Extended Detention, 47
Cooperative Education/Internship, 21	

Extra-Curricular and Co-Curricular Activities (Policy #122), 40	Protected Handicapped Students, 8
Field Trips (Policy # 121 and Policy Supplement), 40	Public Displays of Affection, 41
Food Service, 11	Random Breathalyzer Testing, 37
Fund-Raising Activities, 22	Random Drug Testing, 38
Funerals and Family Emergencies, 19	Remediation, Summer School, Acceleration, and Enrichment (Policy #124), 26
Gangs, 41	Report Cards, 27
Gifted Program, 9	Responsibility Chat, 46
Grade Definitions, 6	School Lunch Prices:, 12
Graduation Requirements, 6	School Video/Audio Surveillance (Policy #810.2), 27
Guidelines to avoid plagiarism:, 16	Schoolology, 6
Hanging Posters or Signs, 22	Searches, 46
Hazing (Policy #247), 41	Seizures, 15
Health Services and Regulations, 13	Skateboarding, 42
Homeless Students (Policy #251), 9	Special Programs and Academic Opportunities, 8
Honor Cords, 8	Student Assistance Program, 9
Honor Roll, 7	Student Discipline (Policy #218), 42
Inclement Weather/Emergency, 11	Student Financial Obligations, 23
In-School Suspension, 47	Student ID cards, 23
Late Arrival Program, 21	Student Insurance, 23
Locker Rooms, 41	Student Parking, 23
Lockers, 22	Student Records (Policy #216), 25
Loitering by Students, 22	Student Smoking/Tobacco Policy (Policy #222), 26
Lunch Detention, 47	Table of Discipline, 44
Lunch Program, 13	Tardy To School, 21
Make-Up Work, 22	Telephones/Messages, 32
Mandatory Examinations, 13	Terroristic Threats (Policy #218.2), 29
Meal Payment System:, 12	Threats, 42
Message from the Administration, 5	Transportation Guidelines/Notes, 27
National Honor Society, 7	Unlawful Harassment (Policy #248), 29
Non-discrimination Policy, 2	Use of Medications (Policy #210), 14
Non-prescribed Medication (Aspirin, Acetaminophen, etc.), 15	Visitor Guidelines, 30
Out of School Suspension, 47	Vo-Tech Transportation, 29
Pictures and Video, 33	Weapons (Policy #218.1), 42
Pornography, 42	Work Permits, 30
Portable Music Devices, 34	
Possession/Use of Asthma Inhalers (Policy #210.1), 13	