

Good Hope Middle School

451 Skyport Road Mechanicsburg, PA 17050

Phone: 717-761-1865

Policies can be found on the district website at www.cvschools.org **

2018-2019

Student Identification

Name: _____

Homeroom: _____

Team: _____

Locker: _____

Message to Students

Good Hope Middle School is a GREAT place with awesome students, staff, and community of parents and neighbors. You will have every opportunity to be successful. You will find all staff members are willing to help you, but it is really all up to you. All we ask are two things: You do your best and you are Kind to others.

Table of Contents

Absence Reporting	04
Acceptable Use of Computer Network	04
Attendance	04
Books and Supplies	05
Bullying	05
Bus Notes	22
Central Registration	05
Class Cut Policy	19
Corporal Punishment	05
Daily Schedule	06
Delayed Openings	07
Detention	17
Discipline	16
Dismissals (Appointments / Illness)	05
Dress Code	06
Drug Awareness / Paraphernalia	06
Educational Trips	05
Emergency / Natural Disaster	07
English as Language Learners (ELL)	07
Extra-Curricular Activities	08
Field Trips	08
Fire Drills	08
Floor Plan	24
Food Services	08
Grade Reporting to Parents	10
Harassment	10
Hazing	10
Health Services	10
Highly Qualified Teaching Staff	11
Homebound Instruction	11
Homeless Students	11
Homework	12
Inclement Weather	07
Instructional Media Center (IMC)	12
Lockers	12
Lost and Found	12
Music Program	12
Non-Discrimination Policy	13 & 2
Obligations	10
Parent Drop-off/Pick-up	22
Parent Teacher Organization (PTO)	13
Personal Electronic Devices	13
Phone Calls / Messages	13
Physical Education	14
Presence in Building after Hours	14
Promotion and Retention Policy	14
Remediation, Summer School, Enrichments	14
Saturday Work Program	17
Schoolology	15
School Pictures	15
Searches	15
Solicitations	15
Special Education	15
Student Assistance Program	15
Student Council	16
Student Expression	20
Student Information Updates	05
Student Insurance	20
Student Records	20
Student Responsibility / Conduct	20
Student Smoking / Tobacco Policy	19
Student Motorized Vehicles / Skateboards	22
Suspensions	17
Tardy to School Policy	19
Teacher Contact	13
Teacher Meeting	14
Technology Education Safety	14
Terroristic Threat Policy	21

Transportation Guidelines	21
Truancy	19
Visitors (Parent)	22
Video/Audio Surveillance	22
Visitors (Student Visitors / Friends)	22
Walking to/from School	22
Weapons	22
Withdrawals	05
Work Permits	23

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;

ADA/Section 504 Coordinator: Doris Baboian, Director of Student Services, (717) 506-3320, 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. 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>

District Personnel

Withum, Frederick III Ed.D.	Superintendent
Kirkpatrick, Steven	Assistant Superintendent
Hillery, Patty	Assistant Superintendent
Quigley, Gary	Assistant Superintendent
Baboian, Doris	Director - Student Services
Willis, Michael	Dir. Business/Support Serv.
Dieffenbach, Michael	Business Manager
Loretta, Kellie	M.S. Spec. Ed. Super.
Koontz, Jim	Facilities Director
Harlacher, Shawn	Food Service Manager
Keller, Susan	Transportation Coordinator
DiRito, Vincent	Assistant Facilities Director
Zettlemoyer, Michelle	Director -Human Resources
Angelo, Gaynelle	Director - Special Ed.
Smith, Christopher	Director – Technology and Innovation

Good Hope Office Personnel

Administration

Hosenfeld, Jeff	Principal
Riegel, Roger	Assistant Principal

Counselors

Urban, Katy	6th Grade
Rose, Michael	7th Grade
Navin, Laura	8th Grade

Main Office Personnel

Kelly, Michele	Secretary
Harlacher, Celeste	Secretary
Kopec, Diane	Secretary
Storm, Julia	Nurse
Yohe, Rebecca	Student Services Secretary

INTRODUCTION

The Mission Statement, Beliefs, and Goals presented below are the result of work completed by Cumberland Valley School District's Strategic Planning Steering Committee. These philosophy statements are not an attempt to state how things are, but rather are intended to give impetus and direction toward meeting the needs of all children who attend the schools of this district now and in the future.

The mission of the Cumberland Valley School District, through a partnership of students, educators, parents, and community, is to help students develop skills, knowledge and talents to achieve their fullest potential and to become lifelong learners and productive, responsible citizens.

The Cumberland Valley School District has adopted the following belief statements to guide its thinking and planning for the future.

We believe...

- America's greatest resource and hope for the future is the successful education of present and future generations of our children.
- The student is the focus of education.
- Students have diverse needs.
- Everyone can learn and succeed.
- High expectations yield educational excellence.
- The sharing of ideas promotes personal and group growth.

- Education is a lifelong journey.
- Individuals are ultimately responsible for their own actions.
- Caring and responsible attitudes create respectful individuals.
- Goal setting and constructive evaluation enhance performance.
- A safe, healthy, and orderly climate is essential for learning.
- Effective leaders create long-term plans with vision.
- A skilled, committed, and caring staff is vital for success.
- A rapidly changing world requires adaptability.
- Family is an important foundation for an individual's success.
- Effective two-way communication facilitates involvement.
- The education and welfare of students is a shared responsibility.

The Cumberland Valley School District accepts the 6 Core Goals and the 9 Academic Goals as outlined by the Pennsylvania Department of Education. In addition, the district has also adopted a set of local goals to help shape the future direction of our district.

The Strategic Planning Committee of the Cumberland Valley School District prepared the following goals.

The Cumberland Valley School District will ...

- (1) Maintain an educational environment that meets the diverse academic, social, emotional, and physical needs of our students.
- (2) Tailor teaching strategies and scheduling to meet the needs of the students.
- (3) Provide a safe educational setting that facilitates respect for persons, property, and individual beliefs.
- (4) Provide appropriate evaluation and reporting of student achievement.
- (5) Provide accessible pupil services that respond to the needs of a changing student population.
- (6) Recognize and support the family's role as a partner in its child's education.
- (7) Provide equipment and training so students and staff will be technologically competent.
- (8) Help students develop a spirit of volunteerism.
- (9) Provide and maintain a qualified, well trained, professional and support staff.
- (10) Provide an effective communication system that serves the entire Cumberland Valley community.
- (11) Revise and update curriculum systematically to provide students with the most current academic opportunities.
- (12) Generate a cooperative effort by the community and school district to assure maximum use of school facilities.

**ACCEPTABLE USE OF COMPUTER NETWORK
(POLICY 815)**

Cumberland Valley School District supports use of the Internet, electronic mail (email), and other computer networks in the district's instructional program as an integral part of learning and teaching through interpersonal communications and access to information, research and collaboration. Electronic information resources include, but are not limited to, Internet Access, Electronic Mail, and Local Network resources.

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. At the same time, students', employees' and guests' personal technology devices brought onto the school district's property or suspected to contain district information may be legally accessed to ensure compliance with this policy and other district policies to protect district's resources and comply with the law.

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, intentional deletion or damage to files of data belonging to others; copyright violations, and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, electronic mail (email), and other network services, in addition to the stipulations of this policy. Loss of access may result in loss of network access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant school district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terrorist threat policy, and harassment policies. For students, the Student Code of Conduct shall be applied when necessary and appropriate.

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.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted

rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity
- Commercial or for-profit use
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Accessing obscene or pornographic materials
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentionally obtaining or modifying files, passwords, and data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or use of unauthorized games, programs, files, or other electronic media
- Disrupting the work of other users, or attempting to plagiarize
- Destroying modifying, or abusing network hardware and software
- Quoting personal communications in a public forum without the original author's prior consent

ATTENDANCE

Absentee Reporting

1. **When a child is absent from school, the parent/guardian is responsible for sending a note to school stating the reason for the absence.** This should be sent when the child returns to school. **If a note is not received within three (3) days after an absence, the absence will be marked unlawful/truant.**
2. School personnel will attempt to contact all homes of children who are absent but have not been reported absent by their parent/guardian.
3. When a child is absent, the parent/guardian should call the school on the morning of the absence and report the absentee's name and grade.

The Compulsory School Attendance Law of Pennsylvania states that when a child enters first grade he/she comes under the compulsory attendance laws. **Policy 204** stipulates...

Excused absences include the following:

1. Illness
2. Family emergencies
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. Approved student educational trips
6. College visitations – two (2) days per year during junior and senior year
7. A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days will require an excuse from a physician.

Unexcused/Unlawful/Truant 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 office permission.

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 invitation to participate in a School Attendance Improvement Plan (SAIP). The goal of this conference is 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 a truancy citation with the District Magistrate.

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. Failure to make up such work will result in a "zero" grade.

Teacher websites are available on the district website www.cvschools.org for students and parents to check homework assignments during an absence.

Assignment Requests When Absent Three or More Days

Counselors will obtain assignments from teachers, upon request of a parent/guardian, **after a student has been absent because of illness three consecutive days**, or there is assurance from a physician that an absence due to illness of more than three days is expected.

Parents should call the school on the morning of the third day of absence to report the absence and request assignments. Assignments will be available for pick up by 3:00PM.

Dismissal From School (Appointments & Illness)

1. Children shall be released from school only to authorized persons.
2. In case of illness it shall be determined that the parent or reliable adult is at home before the child is sent home.
3. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the pupil's parents or guardians is necessary.
4. Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.

Parents must report to the main office, sign their child out, and wait in the office for their child. **Do not go directly to the classroom.**

Educational Trips (Policy 204)

Students who are requesting permission for an educational trip will inform staff of the trip by presenting an Education Trip Form, which staff must initial at the bottom. This will give teachers notification and will allow time to prepare any

assignments. The student will be responsible for completing assignments when he/she is traveling. Educational trips will not be approved during state-mandated testing or during the last or first ten days of schools unless special permission is granted by the building principal.

Student Information Updates

The school laws of Pennsylvania require that accurate records be kept of all pupils in each school. This is possible only with the full cooperation of parents.

Hardcopy letters will be mailed to the homes of students without a valid email address on file. During the school year, parents should report in writing any changes in contact information (names, addresses, phone numbers, email addresses.) To verify a change of address, a copy of a lease, sales agreement, or deed with parent/guardian's name and the new address indicated must be provided to the school. The price paid and other personal information can be crossed out.

Withdrawals

When a **withdrawal** from school is to be effected because of a move from the school district, parents must supply the school with the exact date of withdrawal, their new address, and the name of the school district to be entered. A transfer card will then be issued to the withdrawing pupil(s).

BOOKS AND SUPPLIES

All texts and materials are supplied by the school district. These texts, supplies, etc. are the responsibility of the pupil. The pupil will pay for books that are lost or willfully destroyed. The cost will be based on the replacement cost of the book.

BULLYING (Policy 249)

Bullying and Cyberbullying:

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.

CENTRAL REGISTRATION

A child may enter kindergarten if he/she is five years of age on or before September 1 of that school year. To be eligible for the first grade, a child must be six years of age on or before September 30 of that school year. All students entering the district must be registered through Central Registration. Please call 506-3399 to register a child.

CORPORAL PUNISHMENT

Use of corporal punishment is prohibited in accordance with 22PA Code, Chapter 12 with the provision, notwithstanding anything to the contrary herein above provided; reasonable force may be used by teachers and school authorities:

1. To quell a disturbances
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

DAILY SCHEDULE FOR GOOD HOPE

- 7:25 AM Students may go to their lockers and report to the lobby to wait for the 7:30AM bell. Students are not to go to classrooms before the 7:30AM bell. Students arriving prior to 7:25AM are to remain in the lobby area. Students are not permitted to enter the building before 7:00AM.
- 7:30 AM Students report to classrooms for homeroom.
- 7:40 AM Tardy Warning Bell rings. Students should report to homeroom immediately.
- 7:43 AM Tardy Bell rings. Students should be in their homerooms to avoid being reported as tardy to school.

**Good Hope Middle School
Time Schedule**

Homeroom opens – 7:30
Warning Bell – 7:40
Tardy Bell – 7:43

	Sixth Grade	Seventh Grade	Eighth Grade
HR	7:43-7:53	7:43-7:57	7:43-7:57
Pd 1	7:56-8:39	8:00-8:43	8:00-8:43
Pd 2	8:42-9:25	8:46-9:29	8:46-9:29
Pd 3	9:28-10:11	9:32-10:15	9:32-10:15
Pd 4	10:14-10:57/L:10:14-10:46	10:18-11:01	10:18-11:01
Pd 5	L:11:00-11:32/10:49-11:34	11:04-11:47	11:04-11:47
Pd 6	11:37-12:20	Lunch 11:50-12:22	11:50-12:33
Pd 7	12:23-1:06	12:27-1:10	Lunch 12:36-1:08
Pd 8	1:09-1:52	1:13-1:56	1:13-1:56
Pd 9	1:55-2:43	1:59-2:43	1:59-2:43
Dismiss to lockers	2:41	2:43/2:45	2:43/2:45

*Note during Pd 4 and Pd 5 we have two Lunch Periods for 6th Grade which will rotate, L indicates the lunch period time.

Afternoon Dismissal Times

- 2:43 PM – alternates by locker assignment
- 2:45 PM – alternates by locker assignment

DRESS CODE (Policy 221)

The Cumberland Valley School District recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The district will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Cumberland Valley School District Dress Code prohibits student dress or grooming practices which -

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, 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.

All students are expected to be appropriately dressed and groomed. Clothing should be neat, clean, and appropriate. Hair should be neat, clean, and styled in accordance with styles acceptable for school wear.

The following are NOT acceptable:

1. Coats – It is the policy of the Cumberland Valley School District to prohibit the wearing of large, oversized jackets, trench coats, overcoats, western dusters, and overcoats of a similar nature during school hours. Students wearing the above items should store them in their lockers upon arrival at school.
2. Baggie Pants – Students are prohibited from wearing excessively large, baggy pants, pants that drag on the floor while walking, or cargo type pants with excessively large pockets. (Tailored type cargo pants are acceptable.)
3. Provocative Dress – Students are not permitted during school hours or school activities to wear provocative dress that includes, but is not limited to the following:
 - a. **Transparent, revealing or immodest clothing that exposes personal body parts or attracts undue attention.**
 - b. **Low-cut tops, tank tops, halter-tops, mesh tops, tops with thin-spaghetti straps, midriff tops, and tube tops.**
 - c. **Shorts or skirts that reveal body parts or underwear, shorts or skirts that are extremely short; boxer shorts; and/or underwear type shorts.**
4. Chains – Students shall be prohibited from wearing large chains, chains attached to wallets, spiked dog collars, spiked wristbands, or any similar item that poses a danger to the student body.
5. Pajama pants and/or slippers.
6. Head Coverings – Students shall be prohibited from wearing head coverings indoors during the school day. Head coverings include, but are not limited to, baseball hats, caps, headbands, doo rags, knit hats, beanies, and bandanas. (Exceptions may be granted by a building administrator for medical or religious reasons.)

Student may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

DRUG AWARENESS / PARAPHERNALIA (Policy 227)

The Board recognizes that the misuse of drugs, alcohol, anabolic and/or non-anabolic steroids 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.

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

- To prevent student participants in athletics, extracurricular and/or co-curricular activities, and students receiving driving privileges to and from school from using 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.

Examples of the above include but are not limited to anabolic steroids, non-anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school.

Conduct Prohibited – All Students

The Board prohibits any student from possessing, distributing, selling, using, or being under the influence of any drug, including and not limited to any controlled substance, non-anabolic and anabolic steroids, alcohol, drug look-alikes or drug paraphernalia while on school district property, and while in school vehicles or vehicles leased by the district, including school district contracted or chartered buses, and while at school activities or at any school-sponsored function.

Random Drug Testing

The Board prohibits any student athlete, whether in-season or out-of season, any student participating in extra-curricular or co-curricular activities, or any student with parking privileges from possessing, using, distributing or selling any drug, including anabolic steroids, alcohol, drug look-alikes or drug paraphernalia. This conduct is prohibited at any time and at any place – whether during or after school hours, and whether on or off school property.

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 everyone.

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. In the event an evacuation of your child's school is warranted, you will be notified via the district's automated telephone system. At that time, you will be given information regarding the situation. PLEASE DO NOT CALL THE SCHOOL. In the event you are asked to come and pick up your child, you will be directed via the automated telephone system to the district's Reunification Site.

All actions to be taken in emergency situations will be given directly from the District Administration Office.

School Messenger (Telephone Alert System)

School Messenger is an essential tool for notification and communication. When a building or districtwide emergency occurs, school officials can use School Messenger to efficiently deliver a single, clear message to parents/guardians by telephone. School Messenger can also be used to notify parents/guardians of school closing or delays due to inclement

weather. Information will continue to be communicated through the district website (www.cvschools.org), CV E-News and select local radio/television stations.

Inclement Weather/Emergency

When bad weather conditions develop during the night, the Superintendent will assume the responsibility for making the decision as to whether schools will be open at regular time, open with a delay, or be closed. Announcements will be made via the District's telephone alert system* and through the District's website, www.cvschools.org, beginning at about 6:00AM. The over radio and select local television stations announcements will also begin at about 6:00AM. Should inclement weather make it necessary to close early during the school day, announcements will be made via the same outlets.

The policy of the school district is to keep schools open, if reasonably possible, and thereby continue to follow the established school calendar for the school term. On the morning of a delayed opening, parents are requested not to bring children to school prior to the announced time. In case of early dismissal, be sure children have a procedure to follow; e.g., have or know where a house key is located, go to a neighbor, etc.

Delayed Openings

All delayed openings will be 2-hour delays with modified kindergarten schedules. On a two-hour delay, modified Kindergarten will be defined as 10:45 a.m. to 12:30 p.m. and 2-3:35 p.m. On a two-hour delay, school will begin for extended day Kindergarten students at 10:45 a.m. and those children will dismiss at 3:35 p.m.

NOTE: ANNOUNCEMENTS PERTAINING TO THE SCHOOL SCHEDULE DUE TO WEATHER/EMERGENCIES WILL BE MADE OVER THE FOLLOWING:

- Telephone Alert System
- District Web site – www.cvschools.org – and accompanying tools as available (CV E-news, text alerts, etc.)
- Whenever possible, television stations such as WGAL-TV (Channel 8) and WHTM-TV (Channel 27)

**If there is ever a time that you do not receive a telephone alert call and believe school should be delayed or canceled, please check the district's website and selected TV stations for confirmation. Barring no major power and/or Internet outages, the district website will have the most up-to-date information.*

ENGLISH LANGUAGE LEARNER

The Cumberland Valley School District provides an ELL program for students who are in need of additional instruction 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 and language proficiency testing using a variety of assessment tools. This instruction often takes the place of their Language Arts/English class.

If eligible, the student will receive instruction based upon level of need. A certified instructor who has received special training in meeting the needs of non-English speaking students will provide this instruction. ELL instruction will be provided at one of our elementary and/or both middle schools. The school chosen to deliver the instruction may not be the "home school" of the student. If a student is placed at an "ELL

gateway school,” the student will become a member of this school’s community and receive **all instruction** at this location. In these cases the district will provide transportation to and from the “ELL gateway school.”

Parents have the right to ask questions about their child’s ELL program. The district has established a procedure parents can follow if they feel their questions about the ELL program are not being adequately addressed. Parents should first contact the building principal regarding their child’s program.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES (Policy 122 & 227)

All learning experiences offered by the schools of this district—curricula and extra-curricular—should be planned and integrated toward the attainment of the district’s objectives. 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.

Code of Conduct

Student participation in any co-curricular or extra-curricular activity is a privilege, which may be revoked or suspended when, established rules or regulations are violated. This Code of Conduct shall apply throughout the entire calendar year to conduct that occurs both on and off school property.

The following conduct shall constitute grounds for immediate suspension from participating in or attending all extra-curricular activities, including, but not limited to, all practices, competitions, and performances:

1. The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or to any students
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Knowingly possessing, handling, or transporting any object or material that is ordinarily or generally considered a weapon for unlawful purposes.
6. Use or possession of smoking tobacco or tobacco products; possession, use, sale, delivery, or to have consumed any narcotic, drug, marijuana or alcoholic beverage; the use of steroids.
7. Testing positive for drugs or alcohol through the district’s random drug testing.
8. Continual abusive language, or obscene gestures, or willful indecent exposure.
9. Engaging in hazing, threats, bullying, or intimidation.
10. Engaging in any other activity forbidden by the laws of the State of Pennsylvania that actively constitutes a danger to other students or interferes with school purposes.
11. All other reasonable rules or regulations adopted by the coach or supervisor of an activity shall be followed,

provided that participants shall be notified of such rules and regulations by written handouts and posting prior to the beginning of the season.

FIELD TRIPS

A 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, constitutes a field trip. 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.

Chaperones

All Chaperones must abide by the following:

All chaperones must have the following clearances:

- Criminal Background Clearance
- Child Abuse Clearance
- FBI Clearance (has not lived in PA for last 10 years) or Disclosure Statement (has lived in PA for last 10 years)

Clearances must be completed at the volunteer/chaperone’s expense.

Clearances must be on file in the school’s main office prior to chaperoning (See District Website for more information)

Chaperones shall be at least twenty-one (21) years of age and may include district employees, parents, guardians, or other interested parties.

(It shall be the principal’s discretion whether or not to require male and female chaperones on a given trip.)

FIRE DRILLS

A diagram of the building indicating the nearest exit is provided for each room. There is a direction sign above the door designating the exit directions. Students in the auditorium and in the IMC will use all available exits. Leave the building in an orderly manner. Walk; do not run, to your designated exit. Remain quiet so that those involved in the drill may hear instructions. The first student to reach any outside door will open the door and hold it open until the last person has left by the exit. The door should then be closed. Do not return to the building until instructed to do so. Students requiring advanced notice of practice emergency drills must inform the building administration and provide medical documentation of the need.

FOOD SERVICE

SchoolCafe is the district’s provider for the meal payment system. Go to www.cvschools.org and click on the “My SchoolCafe” link under Parents to login. At this site, you may add money to your child’s account, view their meal history, and set “low balance” email alerts. Alternately, you may send cash or check (made payable to “CV School Lunch Account” and list student’s lunch id on the memo line) to add money to your child’s account (students may hand payment directly to the cashiers during lunch).

Everyone will be required to use their pin number to purchase items in the cafeteria. 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. All refunds are provided in the school cafeterias. In our secondary schools, there are no “negative balance” charge sales allowed. All refunds under \$5 are provided in the school cafeterias. Any amount above \$5 must be requested from the food service office and a check will be mailed home. In our secondary schools, there are no ala carte “negative balance” charge sales allowed.

Contact the Food Service Director, Shawn Harlacher at 506-3318 (SHarlacher@cvschools.org) with questions.

BREAKFAST PROGRAM

- Monthly breakfast menus are posted on the district web site at www.cvschools.org. Go to Quick Links, click on Nutrition Services and then click on Breakfast Menus.
- We highly encourage CV 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 CV 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 their meals.

LUNCH PROGRAM

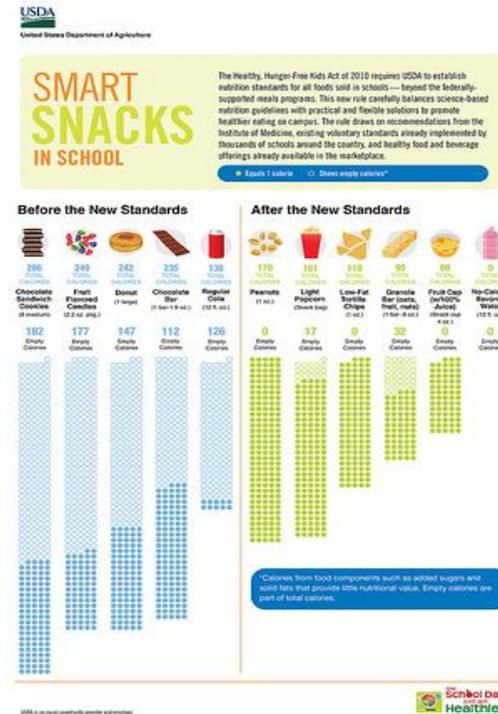
- Monthly lunch menus are posted on the district website at www.cvschools.org.
- Go to Quick Links, click on Nutrition Services and then click on Lunch Menus.
- All grab-n-go a la carte snacks, beverages and hot and cold lunch options are offered in school cafeteria and the Eagle’s Landing Kiosk.
- At the secondary level, students can choose from a variety of different entrée selections and “cooked to order” meals each day as well as a variety of fruits and vegetables.
- Each day the cafeteria offers all five food components that are identified in the National School Lunch Program. The components are grains, fruits, vegetables, meat or meat alternate and fluid milk. We encourage all students to take all five components when purchasing a lunch

meal but they are only required to take three of the five components and one must be a fruit or vegetable to make it a meal.

- 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.
- Students are responsible for entering their individual PIN numbers to purchase their meals.
- 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.

SMART SNACKS (A LA CARTE OPTIONS)

The new federal standards, required by the USDA Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier a la carte snacks to children while eliminating foods with “empty calories.” Menu items that meet the new regulations will feature “whole grain rich” grain and the first ingredient must be a fruit, vegetable, protein or dairy component. The new mandate will require food items to meet specified nutrient values in calorie, sodium, fat and sugar counts.



2018-2019 SCHOOL LUNCH PRICES

Secondary Student Breakfast \$1.75
Adult Breakfast \$2.20
Secondary Student Lunch \$2.90
Adult Lunch \$3.95
Milk \$.60

GRADE REPORTING TO PARENTS

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.

Honor Roll—90-100 **Passing**—70-100 **Failure**—0-69

Honor Roll – The student academic honor roll is available following the close of each marking period. A student's overall average must be 90% or higher to receive honor roll status. Each academic grade must be 70 % or higher. Subjects not meeting on a daily basis (band, chorus, orchestra, and physical education) will be weighted proportionately.

Incomplete Grades – The student must make up an incomplete grade (I) within three weeks after the end of the marking period. A student will be given a failing grade for the work that has not been completed at the end of that three-week period. The failing grade is assigned only to the part of the subject that has not been completed, and that part is averaged with the student's other grades for that marking period.

Obligations - All IMC books, book fines, textbooks, school supplies, Tech. Ed. Fees and other obligations must be returned or paid at the end of each marking period.

Online Grade Book - To assist parents in the process of staying current with their student's grades, CV has a Web-based grading and attendance program that allows parents to view their child(ren)'s online grade book and review his/her progress in each class. CVSIS is the program that is currently being provided to parents of students in grades 6-12 as another form of communication with teachers and administrators. As more information becomes available it will be provided.

This should not be confused with the teacher websites which show assignments before they are collected and graded.

HAZING (Policy 247)

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

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 or more of our six Certified School Nurses or five Registered Nurses.

The building nurse will care for children who become ill or injured. The nurse will contact parents, as necessary, and an appropriate plan of action will be determined. In cases that require immediate intervention, the school will notify parents and obtain emergency transportation to a medical care facility.

Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Policy 210.1)

The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

Mandatory Examinations

School Health Law requires the following examinations for all children: **physicals** upon original entry into school and while in **grades 6 and 11** and **dentals** upon original entry into school and while in **grades 3 and 7**. It is recommended 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 and dental forms are given out near the end of the school year. These forms are available on the district website: www.cvschools.org/general.html. Parents are encouraged to have these examinations completed during the summer months and return the forms to school by August 15. Students who do not have their dental and/or physical

forms returned to the school nurse will have their examinations scheduled at school. Parents will be asked to give permission for these and the school dentist or school physician will complete them.

The following **screenings** are required for all students by the PA Department of Health and will be completed by the school nurse: annual height, weight, and vision; annual hearing screening in **K through 3** and in **grades 7 and 11**; and scoliosis (curvature of the spine) screening in **grade 7**. Parents/guardians are notified by dates on the school calendar or by individual school newsletters. Parents/guardians will be notified of any problems/concerns found during these screenings.

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. In conformance with regulations established by the Pennsylvania Department of Health, 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 is only to be administered by the school nurse, principal, or principal's designee.
4. A written record is to be kept 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 is only to be administered by the school nurse, principal, or principal's designee.
4. A written record is to be kept 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.

HIGHLY QUALIFIED TEACHING STAFF

No Child Left Behind provides parents with the right to request information regarding the qualifications of their child's classroom teachers. Since school year 2005-2006, school districts have been required to certify that all their teachers who are providing instruction in the core academic subjects possess proper state certification. If you are interested in knowing the teaching qualifications of one or more of your child's teachers, please submit this request, in writing, to your child's principal.

HOMEBOUND GUIDELINES

New state guidelines require approval through PDE when homebound exceeds three months. To request homebound instruction, parents must contact the counselor for the appropriate form. The parent and physician must complete the *Homebound Request Form*. The form requires the parent to grant permission for the physician to release the medical reason for requesting homebound. Every attempt should be made by the parents to have this form completed and returned no less than two weeks prior to the requested start date for homebound. Once a request has been received, a meeting will be held with the parent, counselor and school administrator to address issues related to courses, credits, graduation, and health plan, etc... **Homebound instruction is limited to a total of five (5) hours per week and includes the areas of Science, Social Studies, Math and English.** Partial credit will be given for physical education if the student maintains a daily log of physical activity and exercise that includes the type of activity, date of activity and time dedicated to activity.

HOMELESS STUDENTS (Policy 251)

Cumberland Valley SD 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, camp grounds; 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.

HOMEWORK

The amount and type of homework assigned by teachers will vary by class and even by pupil. Homework is assigned with a definite reason and purpose.

When a student is absent from school for a period of one or two days, the student should inquire of the teacher what must be made up on the day the student returns. Students and parents should check Schoology for homework assignments and can do so from home.

When a student is absent from school for three or more days, parents are encouraged to call the counselor to request homework assignments.

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (IMC) contains much more than the traditional library. The goal of Good Hope IMC is to support the curriculum of the school, to teach research skills, and to encourage students to be lifelong readers.

Conduct

1. Students are expected to keep talking to a minimum in the IMC, unless they are working on a cooperative group project with a teacher. Unnecessary conversations are distracting to others.
2. Students must have a pass when reporting to the IMC from their SOAR, Flex, or classroom. Upon entering the library, students are required to place their pass in the alphabetical filing system at the circulation desk. Permission to go elsewhere, such as to the nurse, office, lavatory, or locker, must be granted by the librarian, library aide, or the teacher supervising the students. The librarian or aide at the circulation desk must sign passes before a student can leave the library.
3. If students finish taking a test or doing research early, they can return to their classroom, SOAR, or Flex before the end of the period. The librarian or library aide must sign their pass, and they are expected to return directly to their room.

Circulation of Materials

1. Reference books may be checked out on an overnight basis. If it is necessary to use a volume in the classroom for a class period, permission must be obtained from the librarian.
2. Books containing information about a particular subject are often placed on reserve carts. Sometimes these may be checked out overnight, but they need to be returned by 8:00 a.m. the following morning.
3. Current magazines in binders do not leave the IMC. Old issues may be checked out overnight.
4. Videotapes may be checked out on overnight basis.
5. All other books and audiotapes may be checked out for a period of three weeks. A book may be renewed if no other student or faculty member has requested it.
6. Each student may check out two library materials at one time.
7. Students cannot check out materials for someone else to use. Each student is responsible for materials checked out in his or her name.
8. Students must pay replacement cost of any lost materials.

LOCKERS

Each student is assigned a locker in which to keep school books and personal items during the school year. Each locker is equipped with a combination lock. It is every student's responsibility to keep the combination a secret. Locker doors should be kept shut and locked. Students are advised not to bring valuable items or large amounts of money to school. All lockers are the property of Cumberland Valley School District.

Students are permitted at lockers:

- In the morning before school
- Before and after physical education
- Before and after lunch
- At the end of the day
- With a pass from a staff member

Students are to move out of the locker area as quickly as possible to avoid congestion. Staff members will be available to open lockers every morning and at dismissal time in the afternoon. At other times, if a student is experiencing trouble with his/her locker, he or she should go to the office for assistance.

LOST AND FOUND

Each school has a central "Lost and Found." If an item is lost, the student, with the teacher's permission, should report to this area to see if it has been turned in. Items found should also be placed in this area. Small or valuable items (jewelry, glasses, keys, calculators, purses, phones, iPods) are held in the office.

MUSIC PROGRAMS

A forty-three minute (43) Flex period is scheduled every day for students in all three grades. It is during this period that band, orchestra, and chorus are scheduled.

Chorus – A sixth, seventh and eighth grade chorus program is scheduled as part of the school day during the Flex period. Grade 6 meets on either even or odd days and grades 7 & 8 meet opposite grade 6. The chorus performs for school assemblies, winter and spring concerts, an all-district choral festival, and an occasional concert at a local business. These performances are a required element of the course.

Instrumental Music – The middle school will have one band and one orchestra consisting of sixth graders and one band and one orchestra consisting of seventh and eighth graders. The performance program is an outgrowth of the students' instrumental skills learned in class lessons. Band members are instrumental students who have met the minimum requirements established by the instrumental music staff. Performances include assemblies and the winter and spring concerts.

Important: Please note that band, orchestra and chorus are graded subjects, and, therefore, students make a yearlong commitment to the program. **Students will not be permitted to drop these subjects from their schedules after the end of the third cycle.**

Band/Orchestra/Chorus Lessons Policy – Middle school band and orchestra students are expected to report to the band or orchestra director at the designated time for their instrumental music lessons. Students will be excused from their music lessons for two reasons:

1. If a test is being administered during the same period as the music lesson
2. If a student is currently failing the subject which meets the same period as the music lesson

The band/orchestra lesson grade will be determined by two required playing tests that will be administered and graded during the regularly scheduled instrumental lessons. The

average of the playing tests will determine 2/3 of report card grade. The other 1/3 of the report card grade will be determined from the band/orchestra rehearsals and performances.

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;

ADA/Section 504 Coordinator: Doris Baboian, Director of Student Services, (717) 506-3320, 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. 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>

Policy 103 – Non-discrimination in School and Classroom Practice

Policy 103.1 – Non-Discrimination Qualified Students with Disabilities

Cumberland Valley School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment and discrimination of students, employees and others in the school environment, including all academic, extra-curricular and school sponsored activities, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere. All persons are encouraged to immediately report incidents of harassment. The District will not tolerate retaliation for reporting harassment or discrimination, and will take steps to protect those who wish to report anonymously or confidentially. This policy applies to all District employees, volunteers, parents and students. It also applies to visiting professionals, guests and students participating in co-curricular and extra-curricular activities.

PARENT-TEACHER ORGANIZATION (PTO)

Each of our elementary and middle schools has an organized parent-teacher group. We feel that cooperation between the parents and the school is of great significance in the educational growth of the pupil. These organizations help foster this atmosphere of cooperation. Good Hope's PTO meets the 2nd Tuesday of each month in the Good Hope IMC. Please check Good Hope's website for more information.

PERSONAL ELECTRONIC DEVICES/PED's in the Middle Schools

Policy 237: PED's may only be used, during the school day, with the permission of the classroom teacher, under the supervision of the classroom teacher, and only for educational purposes at the discretion of the classroom teacher.

Use of PED's is subject to the restrictions as set forth in School Board Policy #237 as well as any restriction imposed by the individual school.

Students bringing PED's to school, on school grounds or at school sponsored activities assume all responsibility for the security and protection of this personal property from damage, destruction or loss.

Violations of policy #237 and school guidelines may result in the confiscation of the PED, as well as possible disciplinary action, including suspension and/or expulsion.

The School District AUP agreement applies to the use of any and all technology on school district property.

Taking photos or videos

*Students may not take pictures or video of classmates or staff for non-educational purposes and without the permission of the person being photographed.

PHONE CALLS / MESSAGES

No telephone calls or messages, other than emergencies, will be given to pupils or teachers during the time that classes are in session. Students will not be permitted to make phone calls unless it is urgent.

Teacher Contact

Teachers may be contacted before and after class sessions. The school secretary may be asked to have the teacher return a phone call at his or her earliest opportunity. All teachers may be contacted via email by using their **first initial last name @ cvschools.org**.

Teacher Meeting

Parents wishing to meet with a teacher should contact the teacher to schedule a meeting. Unannounced visits are discouraged as teachers may not be available. When parents arrive, they should enter the main office, sign in, and receive a visitor's badge while the teacher is being paged.

PHYSICAL EDUCATION

All students scheduled for physical education are required to have a standard uniform as prescribed by the school. A complete gym uniform includes athletic sneakers, gym socks and a standard uniform.

*Standard uniforms: Gym shorts, tee shirt and lock, which are to be purchased through the school. It is very important that students immediately and carefully mark all items of their gym uniform with their name in order to assure their return if lost or misplaced. It is also important that all personal items be locked in a gym locker during gym class. Students are not allowed to wear jewelry during gym class. Therefore, it is strongly advised that students do not wear expensive jewelry to school on gym days.

The cost of the gym uniform and lock is approximately \$20 and must be purchased through the school. Checks should be made payable to Good Hope Middle School. The lock should be used whenever the student is using one of the lockers in the gym.

All students must participate in all scheduled physical education classes unless a written excuse from a physician is presented to the nurse, in which case an adaptive activity will be assigned to the student. Parents may fax the physician's excuse to the school using our fax number: 717-506-3940.

Physical education classes emphasize team and individual sports; including field hockey, soccer, volleyball, basketball, flag football, pickle ball, badminton, and track and field.

PRESENCE in the BUILDING AFTER REGULAR SCHOOL HOURS

Students are not permitted to remain in the building after regular school hours unless they are participating in an organized school activity and are directly supervised by a faculty or staff member. Students waiting for parents to pick them up must wait quietly in the lobby.

PROMOTION and RETENTION (Policy 215)

Promotion shall be made according to the progress of the pupil as recommended by teachers and principals. A pupil may be retained pursuant to a teacher's recommendation, approved by the principal and the school psychologist, if the benefits appear to be great enough to warrant it.

Remediation, Summer School, Acceleration, and Enrichment Courses (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.

Summer School

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 school courses typically run 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. Per Policy 124, summer school grades will result in a 70% being recorded on the fall report card and on 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.

SAFETY PROCEDURES FOR TECHNOLOGY LABORATORIES

Any student who is in the laboratory where manual or machine work is being done must wear industrial **safety goggles** or industrial safety glasses with side-shields as specified by the American National Standards Institute, Article 87.1-1986. If a student wears glasses that are not of the industrial safety type, he/she must wear a safety cover goggle. When a student wears industrial safety glasses, side shields of solid clear plastic or a side shield of plastic and/or metal with at least 20-mesh screen must be attached to the glasses. These safety goggles or safety glasses may be purchased from the school. If the student does not wish to buy safety goggles or glasses, the school will lend him/her a pair with the understanding that the student will be responsible for any damage that may occur to the glasses. If the student purchases safety goggles or glasses from a source outside of school, then the responsibility of proving that the glasses are of the industrial safety type rests with the student. Proper use of the goggles or glasses shall be adhered to during the laboratory period. The instructor may remove a student from the laboratory for failing to abide by the safety procedures. Any student whose **hair** touches the safety goggles or glasses or extends out beyond the ears or hangs below the ear lobe must wear some form of hair covering or restrainer. These coverings may be in the form of a hair net, a surgical cap, or a skullcap secured to the hair. Regular caps, hats, or baseball caps are not acceptable. A student's hair may be tied in a ponytail or bunned at the back of the head, but the hair may not fall over the shoulder. All loose ends of the hair

must be secured, and possibly more than one type of hair restraint may be needed. These coverings would be worn only while working in the technology education laboratories and not in the hallways or classrooms. A student's **clothing**, such as ties, scarves, shirt sleeves and shirt tails, will not be allowed to hang loosely from the body and must be removed if it cannot be secured, tucked into pants, or firmly rolled above the elbow. Appropriate clothing as deemed necessary by the instructor is required of the student when doing specific jobs. A student's **footwear** must enclose the entire foot. Heels should be as flat to the floor as possible. Soles and uppers of the shoe must provide adequate protection from injury due to heat, chemicals, heavy or sharp objects being dropped or stepped on. Students must remove all **jewelry** while in the laboratories. Safe storage of the jewelry will be the responsibility of the student.

SCHOOLGY

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. Simply put, a Learning Management System is a vehicle for continuing the classroom experience in an online format.

You can learn more about Schoology by visiting the districts' Schoology Frequently Asked Questions website - <https://goo.gl/09Ykdn>.

SCHOOL PICTURES

Individual pictures of students are taken during the school year. Parents are under no obligation to purchase these pictures. Information will be sent home prior to the photographer's arrival at the respective schools.

SEARCHES (Policy 226)

School authorities may search a student's locker, desk or person and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. **Searches conducted by the administration may include, but are not 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.** The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an illegal search under the Fourth Amendment to the Constitution but a reasonable exercise of Board power in the interests of health, welfare and safety of all school students.

SOLICITATIONS

Students are not permitted to sell any merchandise or to solicit monies for any charities or for themselves during school hours. The exception to this rule would be sales or solicitation for school sponsored collections supervised by a staff member.

SPECIAL EDUCATION / PROTECTED HANDICAP

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 Director of Special Education at 506-3337.

Following a thorough multi-disciplinary evaluation, the MDE team (composed of parents and school personnel) makes recommendations for appropriate programming. When a student is deemed to be exceptional and in need of special education, an Individual Education Program (I.E.P.) is mutually agreed upon and implemented.

It is the intent of the Cumberland Valley School District to serve children with disabilities in the school they would normally attend whenever possible. The district has seven elementary schools, each of which can provide programs for instruction in basic skill acquisition. At the secondary level, each of the two middle schools and the Cumberland Valley High School can provide programs that address the needs of learners for either direct instruction or support.

Guidance counselors are assigned to all schools (K-12) and are available to assist parents and their children in all phases of their personal and/or educational development. These include course selection, career choices, schedule changes, college matriculation, test interpretation, and any other area in which a parent or student may need assistance.

Four school psychologists are available to do individual testing, to meet with students and parents, and to provide the staff with important information to resolve students' personal and/or educational problems.

Phone numbers:

Early Intervention, Hampden, Shaul, Sporting Hill, and Good Hope – Kellie Loretta: 732-2460

Early Intervention, Green Ridge, Middlesex, Monroe, Silver Spring and Eagle View- Lori Rauenzahn: 258-6208

Grades 9-12 – Justin Flickinger or Keith Watson: 506-3780

Director of Special Education – Gaynelle Angelo: 506-3337.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a confidential and non-punitive way to identify students who are having problems in school because of drug or alcohol use, mental health issues, or other high-risk behaviors. This is an intervention program; it is not a treatment program. The essential element of the Student Assistance Program is the Student Assistance Team, a core group of school personnel and representatives from outside agencies who are specially trained to work with students. Referrals for Student Assistance intervention come to the core team from administration, parents, counselors,

teachers or students. Referrals will be initiated by drug and alcohol policy violations; but more commonly, they are initiated by peers or staff members because of observed changes in performance or behavior, which may or may not be drug or mental health related. With parental authorization, the core team conducts an assessment to determine whether a problem exists and whether the student can be better helped by school resources or by resources outside the school. Student and parent authorization is needed to go any further than the assessment.

STUDENT COUNCIL

The Student Council is the students' voice in our middle school. Its purposes include:

1. To encourage student involvement through activities that create school spirit and pride.
 2. To improve school conditions and community relations through an increased democratic sense of respect for the rights and property of others.
 3. To create friendly cooperation between the students and faculty.
- Student council officers are elected each fall.

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 this 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.

All students enrolled in the school district shall conduct themselves in accordance with the rules of the district and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct.

Guidelines

1. 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.
2. Students should express their ideas and opinions in a respectful manner.
3. It is the responsibility of the students to conform to the following:
 - 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.

Note: 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 (i.e. name calling, teasing).

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 Team 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; Restricted study hall; Saturday work program; 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 Team referral.

Disciplinary Options (not exclusive):

Administrative probation; Detention; Expulsion; Guidance/Health services; Parent conference; Police/Agency referral; Restitution for damage; Restricted study hall; Saturday work program; 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 Team 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; Alternative education; Citation; School/Community service

Forms of Disciplinary Action

Detention - Detention at Good Hope Middle School is held once a week, usually on Wednesdays. Students are to report to the assigned detention room from 2:50PM – 3:50PM. At 3:50PM the detention monitor will dismiss the students to the lobby area. Parents must provide transportation home for students. Students may not walk home from detention. Failure to report for detention will result in further discipline.

Saturday Work Program - In the case of a violation of school district policy, rules, or regulations, the building principal or

assistant principal may assign the student to a Saturday Work Program. Saturday Work Program is a working experience conducted on district property on designated Saturdays from 9:00AM to 12:00 noon under the supervision of district personnel. Students participating in the program will be expected to perform light labor in custodial and maintenance projects and/or do some academic remediation. The student must:

- Provide transportation to and from SWP
- Be punctual in arriving and not depart before being released by the supervisor(s)
- Be cooperative and perform assigned tasks to the satisfaction of the supervisor(s)

Students that fail to report for Saturday Work or fail to satisfactorily complete the assigned tasks will be subject to In-School Suspension.

In-School Suspension – No student may receive an in-school suspension without notice of the reasons for the suspension and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian(s) shall be informed of the suspension action taken by the school. If the in-school suspension exceeds ten (10) consecutive school days, the student and his/her parent(s)/guardian(s) shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The district has the responsibility to make some provision for the student’s education during the period of the in-school suspension.

- **1st ISS** = conference held by principal during the period of the 1st suspension
- **2nd ISS** = conference held by principal during the period of the 2nd suspension
- **3rd ISS** = conference held by the Superintendent or designee during the period of the 3rd suspension
- **4th and subsequent ISS** = superintendent or designee will determine if formal charges will be filed with School Board seeking expulsion

Out of School Suspension – The principal in charge of a public school may suspend out of school any pupil for disobedience or misconduct for a period of 1 to 10 consecutive school days and shall report the suspension to the parent(s) or guardian(s) and the Superintendent immediately in writing. No student may be suspended without notice of the reasons for which he/she is suspended and has an opportunity to be heard in his/her own behalf before the principal. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. When the suspension exceeds 3 consecutive school days, the student and parent(s)/guardian(s) will be given the opportunity for an informal hearing with the principal. Such hearing shall take place as soon as possible after the suspension, except when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion. A suspended student is not permitted on any school property within the district. Further disciplinary action may be taken if the student violates this rule. Students shall have the responsibility to make up examinations and work missed while being disciplined by suspension. Work not made up will result in a zero (“0”).

In the event that any misbehavior constitutes a violation of the criminal laws of the Commonwealth of Pennsylvania or of the United States of America, the district may make report thereof to the police or other appropriate authorities. The imposition of district punishment shall not bar nor stop the district from making such report.

Consequence Fact Sheet

The following is an outline of some student misbehaviors and the possible consequences for these actions. This list is not exhaustive. It is to be used as a guideline by Good Hope administration. Good Hope administration may deviate from this on a case-by-case scenario.

Altercations (i.e. pushing, verbal confrontations, etc...)

- 1st: Detention
- 2nd: 2 Detentions
- 3rd: Saturday Work Program

Academic Dishonesty (Plagiarism/Forgery/Cheating...)

See board policy 243 to determine level.

Levels of Academic Dishonesty

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

Level I Academic Dishonesty involves 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.

Level II Academic Dishonesty is more serious than Level I Academic Dishonesty and 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 building principal, to determine whether the act of plagiarism constitutes a Level I or Level II violation.

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

Consequences

- Teacher/Student Conference (all levels)
- Notification of parent(s)/guardian(s) by teacher (Levels II and III)
- Discipline Referral to building administrator (Level III)
- Student required to redo all or part of the paper/project/assignment (Levels I, II, III)
- Notification of National Honor Society advisor(s) for appropriate action in accordance with the organizations bylaws (Levels II and III)

Additional consequences that may result:

- Grade adjustment – (Levels II and III)
- Possible failure of course – (Level III)
- Other appropriate consequences as determined by building administration – (Levels II and III).

Bomb Threats/False Fire Alarms/False 911 Calls...

- Suspension
- Administrative informal hearing
- Charges dropped or continued
- Hearing before the School Board
- Charges filed with civil authorities
- Possible Expulsion

Bullying

- consequences may include counseling, parent conference, detention, SWP, suspension, expulsion, loss of privileges and/or exclusion from school-sponsored activities

Bus Offenses

Consequences may vary based upon incident from warning to suspension plus the following related to riding privileges depending on incident:

- 1st: Warning and/or detention
- 2nd: Detention and/or riding privileges revoked (1-3 days)
- 3rd: Detention/Suspension and/or Riding privilege revoked (4-6 days)
- 4th: Riding privilege revoked (7-10 days) and/or suspension
- 5th: Hearing for possible loss of riding privileges for one year

BYOD Infractions

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/Cyberbullying, Harassment, Social Media, and other policies.

Class Cut

- Zero credit for work missed
- 1st: Detention
- 2nd: Saturday Work Program
- 3rd: Detention and Saturday Work Program
- 4th and Subsequent Violations: Suspension

Disrespect/Lack of Cooperation/Inappropriate Behavior

- 1st: Conference/Detention
- 2nd: Detention/Saturday Work Program
- 3rd: Suspension

Dress Code Violation

- Parents will be notified
- 1st: Warning and change
- 2nd: Detention and change
- 3rd: SWP and change

Possession/sale/delivery, use or under the influence of drug or alcohol/Look-A-likes/Paraphernalia

- Suspension
- Informal hearing
- Charges dropped or continued
- Board hearing/Expulsion
- File charges with the civil authorities
- Student Assistance Team Referral

Fighting/Disorderly Conduct

- 1st: Police report filed and 3-day suspension
- 2nd: Police report filed and 5-day suspension
- 3rd: Police report filed, 10-day suspension and district office hearing

Food and Drink Outside of Café

Not permitted and will be confiscated, unless a special circumstance is documented. Only water may be carried and consumed outside of the cafeteria.

Gambling/Gambling Paraphernalia

- 1st: Detention and items confiscated
- 2nd: Saturday Work Program and items confiscated
- 3rd: Suspension and items confiscated

Hazing

- appropriate disciplinary actions will be assigned as circumstances warrant in accordance with the code of conduct
- the student may be disciplined by the coach or sponsor, up to and including removal from the activity

Inappropriate Behavior

Warning to suspension depending on the nature of violation

Language – Inappropriate/Vulgar/Profane

- 1st: Detention
- 2nd: Saturday Work Program
- 3rd: Suspension

No Show for Detention

- 1st: Re-Assign + 1
- 2nd: Saturday Work Program
- 3rd: Suspension

No Show for Saturday Work Program

- 1st: Re-Assign + 1
- 2nd: Suspension

Physical Attack on a School District Employee

- Suspension
- Administrative Preliminary Hearing
- Charges dropped or continued
- Charges filed with civil authorities
- Board Hearing
- Possible Expulsion

Violation of Electronic Device Policy (Gameboys, laser pointers, cell phones, cd players, iPods, palm pilots, etc...)

- 1st: Confiscated until end of day, warning
- 2nd: Confiscated – returned at end of day and detention
- 3rd: Confiscated – returned at end of day and detentions
- 4th: Confiscated – returned at end of day, detention, phone call to parent to discuss further restrictions

Possession of Fire Crackers, Smoke Bombs, Matches...

- 1st: Confiscated and detention and/or suspension
- 2nd: Confiscated and Suspension
- 3rd: Confiscated and Suspension
- Use of the above may result in suspension

Public Display of Affection

- Parent Notification
- 1st: Detention
- 2nd: 2 Detentions
- 3rd: Saturday Work Program

Stealing

- 1st: Detention and restitution
- 2nd: Suspension and restitution

Tardy to Class/School

- 3rd: Warning
- 4th: Detention
- 7th: 2 Detentions
- 10th: Saturday Work Program
- 13th: 2 days of Saturday Work Program
- 16th: ISS

*Note: 30 days without a tardy – drop a level

Tobacco Possession (and/or Vape)

- Citation filed with District Justice each offense
- 1st: 3 days of suspension
- 2nd: 5 days of suspension
- 3rd: 5 days of suspension and building hearing
- 4th: 5 days of suspension and district office hearing
- 5th: Board Hearing for possible expulsion

Truancy

- Zero credit for all missed assessments and
- 1st: Saturday Work Program/Detentions
- 2nd: Suspension

Unlawful Absences

- 4th: Warning letter and parents required to participate in a Student Attendance Improvement Plan.
- 6th and subsequent: Citation filed with District Justice and/or referral to Children & Youth

Vandalism - Defacing or Damaging School Property

- 1st: Detention and restitution
- 2nd: Suspension and restitution
- 3rd: Suspension/hearing and restitution

Walking Home From School/School Activities

- Not permitted unless residing in designated walking area

Weapon or Look-A-like Possession

- See Weapons policy on page 20

Truancy Policy

A student shall be deemed truant when a student is:

1. Absent from school without the knowledge or permission of the parents/ guardians.
2. Absent from school without the knowledge or permission of the school authorities.
3. Absent from school shall include leaving school during school hours without the permission of the school authorities.
4. It is a violation of the policy of this district for a student to be truant.
5. a. A student who is determined to have been truant from school shall not be given credit for the classes missed and will not be able to make up class work missed during truancy.
b. A truant student will receive a zero (0) for any assessments given during the day of truancy.
c. A student who is determined to have been truant will receive an appropriate consequence in accordance with the Table of Discipline above.
6. If it is determined that a student was truant, a written notice of the violation will be sent to the parents/guardians as defined in the Basic Education Circular entitled Compulsory Attendance.
7. Upon the fourth unlawful absence the school district shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve truant behavior. This plan will include appropriateness of the child's educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. All parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family.
8. The enforcement of the foregoing policy shall not bar or stop the district from enforcing the compulsory attendance laws against the parents/guardians.

Tardy To School Policy

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 policy 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 Policy will receive an appropriate consequence in accordance with the Table of Discipline above.
3. A tardy student shall report directly to the attendance officer (principal in elementary and middle school, attendance office in high school) upon arrival at the school premises.

Class-Cut Policy

It is a requirement of each student to attend classes or other activities and programs established by this district. It is a violation of this policy for a student to:

1. Fail to report to an assigned location.
2. Leave or depart from an assigned location prior to the conclusion of the assigned class, activity or program without the permission of the person in charge of the class, activity or program.

The following punishment is authorized for violation of this class-cut policy:

1. A student who is determined to have cut a class shall not be given credit for the class missed and shall be given a zero (0) for the missed work.
2. If it is determined that a student has cut a class, he or she will receive an appropriate consequence in accordance with the Table of Discipline above. Also,

a written notice of the violation will be sent to the parents/guardians.

Student Smoking / Tobacco Use

1. 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.
2. Smoking/tobacco violations are submitted to the state Safe Schools Report 1303.
3. 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 above. Violations are cumulative from school year to school year during a student's enrollment in grades 6 through 8, and again during grades 9 through 12.
4. 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.

STUDENT EXPRESSION (Policy 220)

The Board respects the right of the students to express themselves in word or symbol and to distribute materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of members of the school community.

The Board reserves the right to designate and prohibit manifestations of student expressions which are not protected by the right of free expression because they violate the rights of others.

Examples of such expressions are those which:

- Libel any specific person or persons
- Seek to establish the supremacy of a particular religious denomination, sect or point of view
- Advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct or substantial danger to the health of students
- Are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them
- Incite violence, advocate the use of force or urge the violation of law or school regulations

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:

1. While on the way between home and school.
2. While within a school building or on the school grounds.
3. 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 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 parents/guardians or adult students. This fee is currently set at \$0.10 per page 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 parent/guardians, students, and those defined in the Policy on Student Records (216) 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 RESPONSIBILITY

Good Hope Students are:

**Respectful
Responsible
Ready
Safe**

The middle-school years are a time of learning, exploration, growth, and enjoyment. Each student is developing an understanding of him or herself and preparing for the future while enjoying the many opportunities that are available at school. At the same time, each student must understand that he or she is part of a larger community and that all students share the same rights and responsibilities. There are times when the needs of the entire group outweigh the desires of an individual. We encourage and expect each student to grow in the development of self-discipline. Through self-discipline the student grows toward the goal where mutual respect and individual responsibility will make him or her want to give others the same consideration that he or she expects from them. Few Good Hope students need to be disciplined by teachers or administrators, and for that we are quite proud. For those few who do need to be disciplined, the punishments will be appropriate, in accordance with district policy, and administered in a timely manner. Parents will be notified of situations requiring disciplinary action in hopes that they will become part of the team effort, which encourages individual student/child responsibility.

Expectations for Student Conduct

Learning is effective when order is maintained. Therefore, the principals and teachers in the school district are responsible for maintaining such order in the schools as will facilitate learning by the pupils. All students enrolled in the school district shall conduct themselves in accordance with the rules of the district and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct. All students shall exhibit good behavior, maintain regular attendance, respect the personal and property rights of others, maintain a level of decorum which will not interfere with the educational processes of the school, obey the specific policies of the school, and obey the directions of teachers and administrators. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations.

As a good school and community citizen, I will endeavor to:

- Be responsible for my actions at all times.
- Follow the rules of my school and home and the laws of my state and nation.
- Respect my teachers, parents, and classmates.
- Treat others as I would like to be treated.

- Strive to be honest with myself and with others.
- Respect the individual rights and property of others.
- Refrain from using profane language.
- Develop good study habits and work to the best of my ability.
- Strive to maintain high standards of sportsmanship in all activities.
- Present myself in a respectful manner by dressing and acting appropriately.

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 in 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 adversely impacts 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 the school district students or employees.

Assembly Conduct

Assemblies may be held throughout the school year. During assemblies, please follow these guidelines:

- Walk to and from the assembly in an orderly manner.
- Fill in rows of seats completely, starting from the front of the section and working to the back.
- Take your seat in the auditorium quickly and quietly.
- Show courtesy to the presenters and to those around you.
- Display appreciation by applause only.

Hallway/Locker Area Conduct

Please remember that acceptable behavior in the hallways and locker areas is expected at all times.

- Walk through the corridors quietly. Be considerate of others in the halls and classrooms. Talk in a quiet tone of voice.
- Never push, shove or trip another student.
- If you are in the hallways during class time, you must have a pass from your teacher. Please sign out and sign in upon returning to class.
- Students are permitted to go to their lockers upon arriving to school, before lunch, after lunch, before and after P.E. and at the end of the day.

TERRORISTIC THREAT 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.

TRANSPORTATION GUIDELINES

Cumberland Valley School District routes school buses, establishes stops and maintains safety in the most efficient

manner consistent with State Law, School Board Policy and Cumberland Valley School District guidelines.

Realizing there may be conflicts involved with changing school bus stop locations, the following criteria will be utilized in establishing new stops or reviewing current stop locations:

1. Examining potential safety issues at bus stop.
2. Student access to bus stops.
 - Stops for all grade levels that are located less than 200 feet apart will be combined and placed at the safest location.
 - Stops inside residential areas will be set at predetermined centralized locations that maximize safety.
 - Buses will not enter cul-de-sacs unless their length is greater than 1 mile or if the entrance is determined to be on a hazardous route as determined by Penn DOT.
 - Buses will not enter residential areas with only one egress and ingress of less than 1 mile unless entrance is determined to be a hazard. If stop is deemed a hazard the stop will be at the closest, safest possible location.
 - Buses are not permitted on private roads/development owned roads or undedicated roads.
 - Wherever possible, walking distances of all grade level students will be kept to a reasonable distance – Elementary 0.5 mile; Secondary 1.0 mile. (Note: State law permits maximum walking distance for an elementary child can be 1.0 mile; middle school 1.5 mile and high school 2 miles; activity/club bus (all grade levels) 2.0 miles).
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.

Exceptions to the above criteria will be reviewed on a case-by-case basis by the Transportation Coordinator.

1. Visibility at stop to be 500 feet in either direction.
2. Maintaining state mandated distance for activation of school bus 8-way warning lights and stop signs.
3. Stops that require the school bus to back up will be kept to a minimum.
4. Routes will be designed to avoid cul-de-sacs or dead-ends.
5. Kindergarten midday runs to be at home or centralized location. AM/PM stops to be at community stops.
6. All grade level students will be given one AM stop/one PM stop. AM Stop can differ from PM Stop, however, must be 5 days a week. No multiple stops.

Administration has the sole responsibility and authority to develop bus routes based on guidelines established and adopted by the School Board. The Transportation Coordinator will only make changes following review. School Bus Drivers are not permitted to change location of school bus stops.

Requesting Change of Bus Stop Location

- Requests must be submitted on bus stop change form.

- No changes to routes will occur from August 25 – September 4.
- The Transportation Coordinator will review all requests.
- Review of request may take four weeks.
- Review of request will be responded to in order received.
- Response will be written.

The above procedures were developed by administration in an attempt to provide efficient transportation throughout the district while keeping the safety of our students a priority. It is important to remember that in the State of Pennsylvania it is considered a privilege to ride a school bus, not a right.

Bus Notes

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.**

Bus notes must have the first and last names of the student and the student he/she is riding home with, the bus number, and a parent signature. The student should give the note to a secretary in the office before homeroom or during homeroom after the Pledge. Later in the day, between classes, the student should pick up the copy of the note from the Bus Note holder in the office. The student should give the note to the bus driver.

Transportation and Bus Safety

The school day begins when a student reports to the bus stop and ends when he or she returns home. The same discipline and self-control is expected at the bus stop and on the bus as in the classroom. The bus driver is the authority on the bus. Any misbehavior that interferes with the safe operation of the bus will be reported to the school administration and will result in disciplinary consequences. Student bus riding privileges will be revoked for continued misbehavior on the bus.

Parent Drop-off/Pick-up

For safety reasons, parents who drop off or pick up a student from school must do so in the designated area. This area is along the curb closest to the front of the building. Students should only pick up children in this designated area. Students are not to cross lanes of traffic to/from an awaiting vehicle.

Student Motorized Vehicles / Rollerblades / Skateboards

For safety reasons Good Hope Middle School students are discouraged from driving motor powered vehicles of any type to school (cars, mini-bikes, motorcycles). Skateboards and rollerblades are not permitted on school grounds.

Walking to/from School

Students are not permitted to walk to or from school, with the exception of students living in Good Hope Farms North. For safety reasons, those students walking home from school will wait in the school lobby until all buses have left the premises and the teacher on duty dismisses them.

VIDEO/AUDIO SURVEILLANCE

The actual taping may include audio or video, or both.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. Notification to parents/guardians will be made through school district publications, the district website, and through visible notice on all buses or buildings equipped with audio language providing notice that audio as well as video inception is occurring on the bus and at district buildings.

The Superintendent, or designee, shall have the authority to determine the district’s monitoring needs.

The Superintendent, or designee, shall review the video/audio media randomly, as well as in response to alleged improper conduct. If no such incidents are reported, the video/audio media may be erased and recycled. If an incidence is detected on tape, the tape will be preserved.

Video/Audio media may be viewed only with the proper authorization of administrative personnel. All requests must be made through the Superintendent or designee.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. 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; nor are the video/audio media intended to relieve bus drivers or other district personnel of their responsibilities for submitting disciplinary reports. Bus drivers and district personnel may view the video/audio media for the purpose of drafting conduct referrals, only with the Superintendent or designee in attendance.

In the event of use, or proposed use, of a video/audio media in connection with a disciplinary proceeding, confidentiality considerations shall be enforced. Only those relevant portions of the video/audio media shall be subject to review and/or admitted into evidence. The video/audio media may be subject to review and release, if duly requested by police, other members of law enforcement, or other individuals, pursuant to a subpoena or as required by law.

Staff and students are prohibited from tampering, or otherwise interfering with, video/audio media, camera equipment, and/or any records related to bus or school monitoring and/or this policy.

VISITORS

Parent Visitation

The doors of the Cumberland Valley Schools are open to parents and residents. We encourage parents to see their schools in action. Parents are welcome to visit the schools. We require parents to report to the school office upon entering the building. Visitors are required to secure a “Visitor’s Badge” to wear while they are in the building and return the badge before leaving the building. This is important to the staff and building principal in providing for the protection and welfare of children.

If a classroom visitation is planned, a note requesting permission and establishing a date should be sent to the teacher at least a day before the visitation. Also, if a parent wishes to have lunch in school with their child, it must be scheduled through the main office so that a conference room may be reserved for the parent and child to eat in.

Student Visitation

Student visitors or friends of students are not permitted to visit the school during school hours.

Former Good Hope Middle School students are not permitted to visit the school without a pre-arranged appointment. Appointments may be made by contacting staff members via email by using their **first initial last name @ cvschools.org**.

WEAPONS (Policy 218.1)

The School District shall expel for a period of not less than one (1) year any student who violates this weapons policy. 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 is 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.

WORK PERMITS

The State of Pennsylvania requires a work permit for any person age 14 to 17. Application forms may be obtained in the high school office during school hours, 7:15AM through 3:45PM. The student MUST bring with them evidence of age. Documentary evidence of age accepted will be: birth certificates, baptismal certificates, passports, or military IDs. A driver's license will NOT be accepted as proof of age.

GOOD HOPE MIDDLE SCHOOL

