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Conestoga High School Student Activities Handbook

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Philosophy

Conestoga High School is immensely proud of its co-curricular and athletic offerings, and we believe high school should be a time of exploration and discovery. We encourage our students to become involved in as many activities and athletic endeavors as they can manage and still contribute in a meaningful way. By participating in multiple activities and athletics, students will enjoy a stronger sense of school community while exploring future interests and avocations. It is our goal to help students enrich their high school experience through involvement in clubs, activities, and athletics.

Administrators, teachers, parents, and students will work together to accommodate each student's unique talents and interests. We understand, however, that sometimes a student will be involved in activities that have simultaneous or overlapping obligations. In this case, students should take the responsibility to inform their coaches or advisor of the conflict before the scheduled event or activity. By doing so, coaches and advisors can help students plan for these conflicting commitments. Coaches and advisors will be flexible and understanding about overlapping obligations but must also keep in mind the best interests of the team or club in making decisions about such issues as playing time and leadership positions. The administration will support the efforts of the students who demonstrate the life skills of responsibility and planning.

All students can sign up for activities at the start of the school year. As the student's interests change, they can become involved with other activities. Morning announcements and the CHS Student Activities Schoology Calendar advise students of upcoming events. Questions about a specific activity should be directed to the faculty sponsor or to Dr. Turk, Assistant Principal, in Room 107.

Role of Club Advisor

Clubs are expected and encouraged to be student led, however advisors do have certain specific responsibilities:

- Be present at club meetings, activities, and all field trips. The advisor functions as the chaperone.
- Facilitate club activities by providing information and support as requested by club members.
- Establish criteria for membership and be sure that accurate membership records are maintained.
- Set up a Group for the club in Schoology. Directions are listed in this Handbook.
- Update membership in the Schoology Group and edit the membership list as requested by the activity's office.
- Review and update the Club description for the Conestoga website – inform Activities Office of new descriptions or edits.

Health and Safety Protocols

Students participating in CHS clubs and activities are expected to follow the current school safety procedures. Students who do not comply will be addressed on an individual basis.

Clubs at Conestoga

A complete and current listing of all Conestoga High School clubs and activities is available in Room 107 at any time. A list of clubs and a summary of each available online at the CHS website: www.tesd.net/stoga under "Activities."

Forming New Clubs (Only current 10th-12th graders are able to form new clubs.)

New Activity Request forms are available in the Activities Office, Room 107. Students should fill out the necessary information and submit the form to Room 107 for approval by the Activities Administrator. Once a club is approved, the business office places \$50.00 in a startup account for that club.

Note: Forming a new club requires a faculty advisor and at least fifteen (15) interested students.

Hazing

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

(Reference Policy 5401)

If you believe that you or someone you know is the victim of hazing, please report this as soon as possible to the principal, an Assistant Principal, or the Athletic Director.

Holding a Meeting/Reserving a Room

Clubs most often meet in the advisor's classroom after school. If a large group room, cafeteria, or other large space is needed, the Assistant Principal in the Activities Office (107) must approve the request in consultation with the Facilities Office and a *Request to Use School Facilities* form must be completed. Likewise, if the meeting is at night or in session after 3:30PM, the same form (available in Room 107, Main Office and online) must be completed and returned to Room 107 by noon on the Friday prior to the week of the event. Reminder: Meetings should start by 7:00PM on a school night and include an

ending time by 9:00PM. If a meeting ends after 3:30PM and the gates are closed, advisors should escort students through the gates.

Lunch and Learn – Large Group Room Reservation for Clubs/Activities

To reserve a large group space (142 or 268) for a club or activity during Lunch and Learn, follow these steps:

1. Clubs can hold Lunch and Learn meetings twice a month.
2. Fill out a 2026-2027 Facilities Form.
3. Take the completed form to the Activities Office (Room 107) for approval.
4. Once the Activities Office approves it, bring the form to Room 2001 to get permission to use the space.
5. After all approvals, your club's meeting will be listed on the weekly Lunch and Learn calendar. Make sure to submit your request by noon on Mondays to be added to the calendar.

Murals

Student murals are approved through the school administration, beginning with the Activities Office. Those wishing to design and paint a mural should have a faculty advisor, an approved design, and a plan for completion. The administration will schedule times and days for work on the mural after consulting with the maintenance and custodial staff. After two years the school administration can opt to change or replace the mural.

Fundraising

Clubs may raise funds with the approval of the Activities Office. Fundraising is permitted only for those clubs/activities that have established student activity accounts in the Business Office. Submit all requests for fundraising activities to the Assistant Principal in Room 107 **in advance**, using the *Request for Student Activity Fundraising* form, which is available in Room 107. Forms must be signed by the club sponsor before they are turned in.

After the fundraiser is approved, complete the *Request to Use School Facilities* form and submit it to Room 107 for approval. Confirm that the requested date is available on the school building calendar. Use this form to request tables, chairs, cash box, security, and other needs.

Pre-ordered cash boxes may be picked up in the Business Office, Room 116, on the day of the fundraiser. At the conclusion of the fundraiser, return the cash box to Room 116. Contact the Business Office to make any other necessary arrangements.

Clubs are not permitted to use Apple Pay, Cash App, Venmo, or any other electronic form of payment to collect funds for fundraising.

Restrictions on Fundraisers

- Students who work at fundraisers during the school day may do so only during free periods or study halls, unless they obtain permission in advance from the teacher whose class they are missing.
- Certain types of fundraisers are not permitted per our district policies. These include raffles and games of chance. If a club has a question about whether a fundraiser is acceptable, contact the Activities Administrator in Room 107 for additional information.
- Clubs should raise funds with due regard to the instructional process and use of Facilities. Thus, clubs may not raise funds, etc. outside of the regular school day unless special permission is obtained in advance from the Activities Office.
- There shall be no solicitation of school employees during any fundraising activity. All class, club and team members must be made aware of this rule.

Financial Obligations

Financial obligations are the responsibility of the club advisor. *Any financial loss (such as fundraisers) will be incurred by the club, not the individual student.* The business office will **not** accept debt slips for club/activity obligations. Advisors should consider this when selecting potential fundraisers and handling club funds.

Bake Sales

Bake sales only take place during specifically designated “exempt fundraiser” weeks in accordance with the TESD Wellness Policy and in accordance with the Smart Snack Standards established by the United States Department of Agriculture. Clubs may sign up for an available bake sale date and time slot in Room 107 as far in advance as possible. *There are specific regulations pertaining to the types of food that may be sold. See the regulations below for further information.*

Please note: Bake sales may **only** take place during periods 1-4 and again during periods 7 and 8 on 8th period days. **No food may be sold during lunch periods. On Lunch and Learn Days Bake sales are not permitted during lunch (10:56 – 11:56).** All food must be put away during lunches and may be left in the Main Office, with prior arrangements made with the Main Office Secretary. ([Regulation 5402](#))

Important Regulations Regarding Sale of Food:

According to Chester County Health Department Regulations, foods that may be sold at bake sales are limited to pre-packaged commercially prepared goods including foods such as cakes, cookies, candy, bread, and/ or non-cream pies. **Sale of all other foods produced off-site must be supervised by a licensed and certified food handler.** A certified food handler is someone who has taken a Serve Safe food handler course and received a Food Manager Certificate. Additional questions should be directed to the Director of Food Services, at 610-240- 1955.

Food Policy for Special Events

As previously stated, clubs may not sell food during lunch periods. The cafeteria is a self-supporting financial entity. However, it is permissible for a group/club to offer food at a special event if the event is not open to the public. If the celebration occurs during a lunch period, sponsors should notify the cafeteria manager.

The significant distinction in the food policy becomes whether or not the event is open to the public. **If the event is open to the public, then a food license is necessary.** If the event is not open to the public and food will be consumed by only club members, no food license is needed. Getting a license is easier than you may think. Any certified food handler may sign for a license. Please call the district cafeteria supervisor @ ext. 10570 for additional information when you need it. Please note that the requirement for a license is dictated by the Chester County Board of Health.

The above-stated policies and the regulations regarding the sale of food do affect **Cultural Days**. Clubs should be aware of the policies and secure proper licenses from a certified food handler when necessary. Questions should be directed to the cafeteria manager ext. 10570 or the Director of District Food Services at 610-240-1955.

Advertising Club Meetings and Events

Club meetings, activities and fundraisers may be advertised in a variety of ways. Club advisors are encouraged to inform the Activities Office (Room 107) of the Day, Time, and Meeting Place of all regularly scheduled meetings. Advisors are encouraged to post club meetings to the CHS Student Activities Schoology Calendar for all to see. (Instructions included in handbook)

Lunch and Learn Calendar

All approved club and activities meetings will be advertised on the weekly Lunch and Learn calendar. Approved Activities and Club meetings must be submitted on Mondays by noon to be advertised on the Lunch and Learn calendar. Please note that you still need to submit a facility request form even if you do not need request a space. We will use the form to communicate Lunch and Learn meetings to the students. Feel free to use your Schoology Page to communicate with your club members as well.

Morning Announcements

Sponsors may email announcements to tetv@tesdk12.net by 7:20AM on the morning of the meeting or activity/fundraiser.

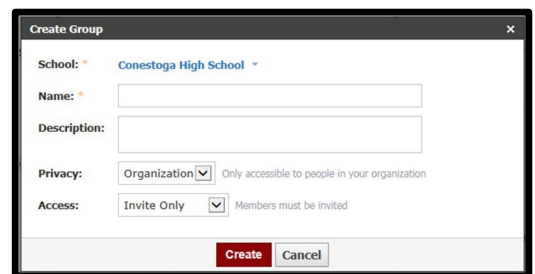
Schoology

Club Advisors are asked to create a Group in Schoology for your club. The Student Activities Office will provide Advisors with a club membership list (based on students who have requested to join your club via the club fair) and Advisors or their designated Club Officers will then add/invite those students to the club's Schoology group by following the instructions below. Once added, your Club page will show up under each students' "Groups" and they will automatically receive messages and announcements about club meetings. The Schoology group is an effective way to advertise meetings and events and keep members informed and engaged in the club activity. In addition, The Student Activities Schoology Calendar will post information about all non-athletic events that are registered with the Student Activities Office including club meetings. Students are responsible for ensuring that any post related to clubs and/or activities requiring release forms are submitted to their advisor for approval prior to being posted. Advisors are responsible for overseeing and monitoring the club's feed. If a student post content requiring approval without prior consent from their advisor, it may be necessary to revoke the student's posting privileges as a corrective measure.

The instructions to create a group and add members are as follows:

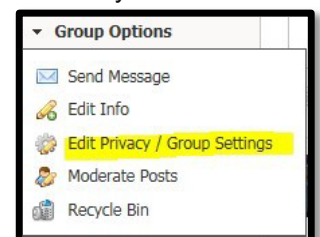
Schoology Groups for Student Clubs/Organizations

1. Select the **Groups** drop-down menu and click the **Create** link.
2. Fill out the Group form.
 - a. **School**: Choose desired school from drop-down.
 - b. **Name**: Name of Group
 - c. Write a Description (optional).
 - d. Set **Privacy** to customize who can view the group. Choose Organization for the group to be accessible by all District members. Choose School to be accessible by school members. Choose Group to be accessible by only group members.
 - e. Set **Access** to customize who can join the group. Choose **Invite Only** to manually select members for the group. Choose Allow Requests or Open for more flexibility.
3. Click **Create** to finish. Once you have created a Group, you are now a Group Admin. In your Groups drop-down menu, groups you administer are marked by the crown icon.



Determine Privacy Settings

1. Click on the desired group in the **Groups** drop-down menu.
2. On the left under the picture field, click on **Group Options** menu < **Edit Privacy/Course Settings**.



3. On the **Settings** tab under Other Settings, checkmark the **Group Admins** fields for Post group updates, Create Discussions, and Create Resources.
4. Click **Save Changes**.
5. On the **Moderate** tab, chose **Enable Moderation** on the far right. When students comment on updates, they will appear on this tab for Group Admins to deny or approve before the group sees the comments.

Adding Group Members - Manually

1. In desired group, click on **Members** on the left.
2. Choose **Add Members**.
3. In the Add Members window, be sure the desired school is listed on the right. Search for a member by typing their last name into the search field and click the magnifying glass icon or hit Enter on your keyboard. Choose the member by clicking on the name; a green checkmark will appear. Continue searching to select all members.
4. Once all members are selected, be sure to checkmark **Add Members without Invite** in the bottom left corner of the window. This will automatically add members to your group without an email invitation.
5. Click **Add Members**.
6. You may make members Admins by clicking on Gear icon to the right of their name and choose **Make Admin**.

*Please note: Students Admins will have lesser permissions than a Teacher Admin.

Adding Group Members - Access Code

Access Code
W45PH-K93D4 Reset

☐ Require approval

Each group has a **10-digit access code** (in a green box) located in the left menu of the Group Page, and also in the Members tab which may be shared. Checkmark the **Require Approval** checkbox below the Access Code on the right of the Members tab to approve each user who uses the access code to join the group.

*Proceed with caution when posting club photographs on Schoology. Club advisors must confirm before pictures of students are uploaded to the group's Schoology page, that a signed media consent form is on file for each student in the photographs.

POSTING TO SCHOOLY ACTIVITIES CALENDAR

Clubs are encouraged to post their club meetings to the CHS Student Activities Schoology calendar. Students will be able to access this calendar and view any club meetings that are posted, allowing for quicker and easier access to becoming involved in clubs they are interested in or already belong to. Advisors can post to this calendar by following these steps:

	All Members	Group Admins
Post group updates: ?		✓
Comment on group updates: ?	✓	
Create Discussions: ?		✓
Create Resources: ?		✓

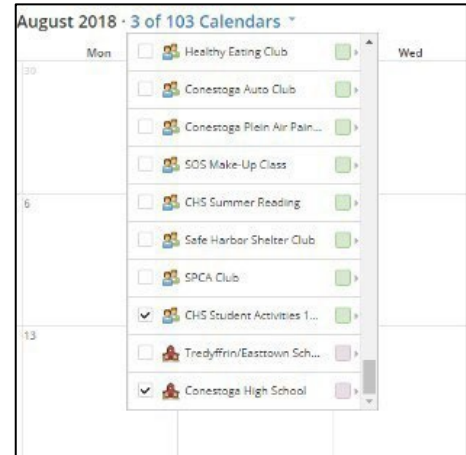
- Click the calendar icon in the upper right toolbar



Click the drop-down arrow and select the CHS Student Activities calendar by checking the box next to the name of the group. This will display the CHS Student Activities calendar and all events it includes.

To add an event / meeting: Click on the + sign in the upper right corner of the date of your event, and a “Create Event” box will pop-up.

- Input your meeting information and under “Options” click the magnifying glass / browse button to open the calendars that you wish to post this on. You will select the “CHS Student



PHOTOGRAPHS POSTED TO SCHOOLOGY

Prior to posting any photos of club members on the club's Schoology group site, advisors must confirm that all students pictured have turned in a signed Media Consent form giving permission to post their photo. This may be checked by contacting the Activities Office.

Posters

- The Student Activities office **must** approve all posters. The Activities Administrator in room 107 must initial in the bottom corner before students may duplicate and display any poster.
- Posters, handouts, etc. should be free from references to drugs, alcohol, violence, intolerance, etc. All posters **must** be approved before posting.
- Posters should be displayed neatly on the **designated student activities bulletin boards** throughout the building. If not, they will be removed.
- Club members are responsible for removing posters when the event, meeting, or activity has concluded.**
- Please hold to a maximum of 15 small (8 ½” X 11”) items.**
- Large posters will be available upon request by contacting the Activities Office.**

T/E Website

Clubs may have information posted to the **T/E website** pending approval. All information should be submitted to Room 107 prior to the event for posting to the CHS website.

Communications Coordinator

Conestoga has a Communications Coordinator who publicizes Conestoga events in local newspapers and media sources. You may leave a message for the Communications Communicator (Ms. Close) in the Main Office.

Student Activities Accounts

Balances: Sponsors should contact the Business Office, Room 116, to find out how much money is in a particular club/activity account.

Income:

- Before an activity occurs—Obtain cash box from the business office by checking off the appropriate box on a Use of Facilities form. This is important. Please do not work out of a large envelope, etc.
- After an activity--Money generated by an activity must be delivered to the Business Office. Return the cash box to Room 116, where two students will count the money and fill out a deposit slip for the club's net profit. For evening and weekend events, the money must be secured in the school safe or in a secure space in the Main Office.

Expenditure: Club funds may be spent with club approval. All purchases require a *Request for Payment* form, which may be obtained in the Business Office, (this admin and business office approval happens after the fact) as well as approval by the Administration and the Business Office. Please contact the Business Office for reimbursement for individual club events, activities, or related items. Purchases that exceed \$1,000 (over \$21,300 must be bid vendor and over \$11,500 needs 3 quotes if not on a bid) are subject to school district quotation regulations. Purchases over \$4,000 need three formal quotes. Purchases over \$10,000 must be put out to bid. Purchases to be paid by check require a *Request for Payment* form. If you have any additional questions about these procedures, please ask in the Business Office, Room 116.

Unused Funds: Per the Pennsylvania School Business Officials (PASBO) Student Activity Funds Guide, funds left unused or uncommitted for one year or more after graduation or inactivity of a club shall be transferred to the Student Body Activities Account to benefit the student body.

Large Event Guidelines

Students and sponsors should work closely when planning a large event and keep the Activities Office informed. Written proposals detailing all necessary information (who, what, when, where, why, how, etc.) should be submitted to the Activities Office at least two weeks in advance. This helps avoid last-minute mix-ups. Clubs and organizations are responsible for obtaining a sufficient number of chaperones for such events.

Guidelines

- Sell tickets in school at least one week before activity.
- Make arrangements with the Business Office for method of ticket sales and handling of receipts and for any checks needed at time of activity (i.e.: DJ).
- Arrange for chaperones and detail their duties at the activity. Post chaperones and police where they can provide outside security and help manage the crowd/audience.
- Adults should sell tickets when possible. Students should be under faculty supervision.
- Arrange for handling money with administrator on duty.
- Enforce that no one is permitted to smoke anywhere in the building or on TESD school grounds.
- Do not tolerate dangerous or boisterous behavior. Use police and chaperones as required.
- Enforce that once a ticket holder leaves the activity, he/she may not return.
- Provide refreshments as necessary and supervise the sale of refreshments.

Chaperones

Chaperones are needed for each activity and event. Often meetings and events are small enough so that an advisor/sponsor is all that is necessary. When clubs anticipate a large turnout at an event, each club is responsible for securing a reasonable number of chaperones based on the anticipated size of the event and turnout for the event. Arrangements for security and police at events need to be scheduled with the secretary and/or administrator in Room 2001.

Activity and club sponsors and chaperones should remain at any club-sponsored activity until all students have been picked up or have secured transportation. This is very important. Security will work with advisors/sponsors after the event to help facilitate this process.

Security

Club members and/or sponsors must request this service at the time of scheduling the event. Administrative offices will coordinate security and police coverage for events, as necessary. Please note that clubs are required to pay for police coverage at the current rate as set by the Tredyffrin Township Police Department. The rate for the 2026-2027 school year is \$146.00/hour/officer (minimum of 2 hours) for police coverage. T/E School District takes care of the Conestoga security costs for CHS personnel.

Field Trips

Requests for daytime field trips and overnight field trips should be submitted to the administrator in charge of field trips in Room 107. Field trip forms are available in the main office and Room 107. Club trips must be scheduled outside the school day so that students do not miss instructional time. Overnight field trips are subject to board policy. Please see the Activities Administrator for details.

Transportation

With parent permission, students who are licensed drivers may drive only themselves to and from events. Students may not drive other students. In cases where several students need transportation, please make arrangements in the Business Office. Clubs are expected to pay for their own transportation unless otherwise stated. Sponsors and/or other designated adults who are *Approved Drivers* with the proper insurance on file in the Business Office may also transport students. In addition, parents may drive their own children. Regardless of the means of transportation, sponsors should make sure that each student has a signed permission slip stating the method of transportation.

Sponsors/Advisors: A Certificate of Insurance or a copy of the Declaration page is to be presented to the school district and filed in the principal's office before a staff member/volunteer is permitted to transport students. A Certificate of Insurance or a copy of the Declaration page is the only acceptable proof of required insurance coverage. Inquire in the Business Office for further details.

Maintaining Appropriate Boundaries with Students (P5461)

Definition

“District Adults” means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with District students or are present on District grounds. The term District Adults, as used in this Policy, does not include District students who serve as a volunteer or on a compensated basis.

Authority

All District Adults shall be expected to maintain professional, moral, and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include unlawful or improper interactions with students, precursor misconduct and other boundary-blurring behaviors that can lead to more egregious behavior. In this context, precursor misconduct includes the targeting of a student by an adult through various modes of communication with the intention of promoting or engaging in sexual activity with the student.

District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules, and procedures.

This policy applies to conduct committed on or off school property and extends beyond the workday. However, this policy is not intended to interfere with appropriate personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious, or other outside organizations that include District students.

Delegation of Responsibility

The Superintendent shall establish administrative regulations to implement this Policy defining what constitutes prohibited conduct relating to, among other things:

1. Romantic or sexual relationships,
2. Prohibited social interactions, and
3. Prohibited electronic communications.

The Superintendent or designee shall inform students, parents/guardians, and all District Adults regarding the contents of this Board policy through employee and student handbooks, posting on the District website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Electronic Communications between District Adults and Students

All electronic communications conducted by District Adults who are not volunteers, with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

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

The accompanying administrative regulation shall establish guidelines for District Adults who are volunteers.

Student Publications (P5332)

Student publications and student websites shall be created and published under the auspices of the District. Student publications and student websites represent the students, the school staff, and the District to the community at large. The principal of each school shall be responsible for providing skilled faculty guidance and direction to students in the publications area. While the Board recognizes and respects the rights of District students to express themselves through student publications and

websites, the Board authorizes the Superintendent to develop regulations which permit the administration to exercise its oversight authority as permitted by law. Additional details are outlined in the [Administrative Regulation](#).

Participation of Financially Disadvantaged (P5312)

Participation in Curricular Activities -Economically Disadvantaged Students No student shall be denied the opportunity of participating in school-sponsored curricular activities, including field trips, because of an inability to pay necessary fees for participation or costs of materials. In determining financial need, the "Free or Reduced Price Meals" criteria contained in Board Policy may be used as a guide. It shall be the responsibility of the building principal to review and designate such financial need and make arrangements to assure full participation for these students in curricular programs and activities. Cross Reference: [Policy 5440](#) Free or Reduced-Price Meals. Additional details are outlined in the [Administrative Regulation](#).