

**EAST STROUDSBURG AREA DISTRICT**  
**CODE OF STUDENT CONDUCT**

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## EAST STROUDSBURG AREA DISTRICT

### CODE OF STUDENT CONDUCT

#### PART 1: GENERAL PROVISIONS AND EXPECTATIONS

##### Mission Statement

East Stroudsburg Area School District fosters within all students a commitment to excellence, service and life-long learning which prepares them to be creative, productive and responsible citizens with a global perspective.

##### Authority for Code of Conduct

Pursuant to the Public School Code, 24 P.S. §1-101 *et seq.*, and in accordance with the ~~provisions of~~ regulations of the State Board of Education, 22 Pa. Code, Chapter 12,<sup>1</sup> and other applicable law, the Board of School Directors (“Board”) of District has adopted this Code of Student Conduct (“Code”) in order to ensure a more conducive and orderly educational environment for the employees and students of District and to promote the ideals of citizenship and orderly interaction in and among the District community. All rules and policies set forth herein are subject to amendment by the Board at any time.

##### Responsibility to Periodically Review District Website

The District maintains a website at: <http://www.esasd.net>. Students and parents have a responsibility to ~~periodically~~ review the website periodically for additional student rules of conduct that may be adopted and posted periodically. This Code is printed in “hard copy” once a year and may be supplemented by additional rules or requirements as will be posted. This Code may be found as part of the “student” menu of the website under the heading “Student Handbooks”. Supplements or amendments will be posted there as well.

##### Citizenship and Discipline Instruction

In order to achieve the Board’s objective of an orderly and conducive educational environment through education, Administrators shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are taught their rights and responsibilities, particularly as they are set forth in this Code.

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<sup>1</sup> The regulations of the State Board of Education and Department of Education can be found online at <http://www.paCode.com/secure/data/022/022toc.html>.

## Student Requirements--Generally

Each student shall comply with the requirements and prohibitions set forth in applicable law and in this Code. Failure or refusal to comply with applicable rules will subject the student to such disciplinary measures as set forth in this Code or in applicable law.

### Scope of Code

Except as set forth with respect to co-curricular activities and the specific rules applicable to co-curricular activities, this Code and rules contained in this Code govern student conduct: (1) in school; (2) at school activities; (3) during the time spent in travel to and from school and school activities; and (4) at such other times as allowed by applicable law, including, but not limited to, conduct that may occur at home, on the internet, or at other places where the conduct affects or implicates school operations.

### Rules of Interpretation and Definitions

1. This Code shall be interpreted consistent with applicable law.
2. To the extent that any portion of Code is determined by a court or administrative agency to conflict with any applicable law, the remainder of the Code shall remain in full force and effect.
3. This Code and the provisions contained in this Code shall be given an interpretation that is consistent with the Constitution and the Board does not intend to infringe upon the constitutional or legal rights of any student or other person affected by this Code or the enforcement of this Code.
4. The disciplinary rules applicable to students, teachers and support staff are mandatory. The procedural rules applicable to administrative staff, to the extent that they may exceed what is required by applicable law, are directory only, and not mandatory, as long as applicable law is complied with.
5. Nothing in this Code shall be construed as a waiver or limitation of any immunities, exemptions or privileges of the District.
6. **The discipline or disciplinary response(s) stated in this Code to apply in any given situation are the general standards that will be applied. However, the District reserves the right to deviate from the general standards in any given situation in consideration of relevant factors, mitigating circumstances, aggravating circumstances, and/or past disciplinary history of the student.**

7. Definitions. Unless the context clearly indicates otherwise, the following words when capitalized in this Code shall have the following definitions:

- a. "Administration" means the applicable school or District Administration or Administrators who have authority with respect to the particular circumstances;
- b. "Administrator" means the applicable school or District Administrator who has authority with respect to the particular circumstance;
- c. "Applicable Law" shall mean federal and state constitution, statutory, and regulatory law that is applicable to the situation;
- d. "Board" shall mean the Board of School Directors of the District;
- e. "Code" means this Code of Student Conduct and any amendments adopted by the Board;
- e-f. "Discipline" shall include any of the sanctions described in the Code or applicable law, including classroom discipline, detention, suspension, expulsion or revocation of bus privileges or other right or privilege a student may have;
- f-g. "District" shall mean the East Stroudsburg Area District, the Board of School Directors of the District, or an authorized employee as applicable;
- g-h. "Includes" and "Including" shall be by way of example and not limitation;
- h-i. "Parent" or "Parent(s)" shall mean the parent(s), a legal guardian(s), or such other individual(s) or agency(ies) recognized in applicable law as having the power or authority to act in the capacity as a parent or legal guardian under the circumstances;
- i-j. "Policy" shall mean Policy duly adopted by the Board and/or the rules set forth in this Code, as applicable;
- j-k. "Principal" shall mean the applicable Principal, assistant Principal, interim or acting Principal or Assistant Principal, or the designee of any of them;
- k-l. "Superintendent" shall mean the Superintendent, acting Superintendent, interim Superintendent, substitute Superintendent, or the designee of any of them.

## Non-Discrimination

The District, and its Board, Administrators, officials, agents and employees shall not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, marital status, financial status, ancestry or any other legally protected classification.

Students are prohibited from engaging in conduct that is prohibited under the anti-discrimination laws, including engaging in harassing, retaliatory or discriminatory conduct.

## **PART 2: EXPECTATIONS AND GENERAL REQUIREMENTS**

### **Expectations and Responsibilities of Students**

A critical goal of District educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. This Code is developed to support the personal welfare of each student and to protect the common good of the entire school. No student shall interfere with the education of his/her fellow students. Students shall express their ideas and opinions in a respectful manner. As part of what the District is teaching, it is hereby stated that students have seventeen (17) core responsibilities as members of the District learning community:

1. Each student ~~may be thought of as is~~ a representative of the District and as such is required to observe and to comply with this Code;
2. Each student is expected to demonstrate respect for all persons within the school community including teachers, other students, Administrators, staff, volunteers, visitors, guests, or others.
3. Each student is expected and required to cooperate with school staff in matters relating to health, safety, and welfare of the school community and the protection of school property.
4. Each student is expected and required to dress and groom themselves so as to meet established standards of safety and health, and so as not to cause disruption to the educational process.
5. Each student is expected and required to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds.
6. Each student is expected and required to know and abide by school and individual classroom rules and regulations.
7. Each student is expected and required to assume that, until a rule is waived, altered or repealed, it is in full effect.
8. Each student is expected and required to assist the school staff in operating a safe school for all students enrolled therein.
9. Each student is expected and required to be aware of and comply with State and local laws.

10. Each student is expected and required to exercise proper care when using public facilities and equipment.
11. Each student is responsible for punctual, daily attendance beginning with his or her homeroom arrival and continuing through each day's scheduled classes, activities, and other school functions.
12. Each student is responsible for meeting daily work expectations of preparation, class participation, and practice through homework.
13. Each student is responsible for making all necessary arrangements for making up work when absent from school.
14. Each student is responsible for pursuing and attempting to complete satisfactorily the course of study prescribed by State and local school authorities.
15. Each student is called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision-making.
16. Each student is responsible for avoiding inaccuracies in student newspapers or publications.
17. Each student is responsible for avoiding the use of indecent, offensive, or obscene language.

### Expectations and Responsibilities of Parent(s)

The District does not generally have the power or authority over parents and nothing in this Code is intended to suggest that any student will be disciplined solely as a result of the acts or omissions of a parent. However, parent(s) are recognized as critical members of their child's educational team, and the education of students is a joint responsibility that is shared by the parents and guardians. Parent(s) have a need and a right to know of students' responsibilities, violations of those responsibilities and resulting disciplinary measures. Their reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parent(s) can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities: initiating and maintaining an active role, valuing and expecting responsible behavior of their child, and being an advocate for their child and his or her education.

Parent(s) are their child's models. By taking an active role in their child's education, they send a powerful message to their child and the school

Parent(s) are their child's first teacher. Responsibility is not present at birth. It must be learned, practiced, and reinforced. Lessons in responsibility mastered at home flow directly into a child's academic, social, and personal success in school.

Parent(s) are their child's advocate and are therefore expected to support and pursue their child's best interest at home and at school. At times this can be difficult since some lessons are hard to learn. The collaborative end, united voice of home and school can do much to support healthy maturation.

Parent(s) are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

To ensure that the best interests of each student are served in the educational process and because Parent(s) are familiar with the needs, problems, and abilities of their children, a strong program of communication and cooperation between home and school must be maintained and parental involvement encouraged. To encourage parent-school cooperation, District has implemented the following activities:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in schools of the District to provide parents the opportunity to see the school facilities, meet the faculty, and witness school programs. Each school shall hold an open house at least annually.
3. Meetings of parents and staff members to explain and discuss matters of general interest.
4. Meetings of staff members and groups of parents of students having special abilities, disabilities, needs, or problems.

Parent(s) have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with, this Code, District policies and school rules and regulations and accept responsibility for in-school behavior.
2. Send students to school with proper attention to their health, personal cleanliness, and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign, and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.



## Expectations and Responsibilities of Teachers

It is the expectation of the District and the community that teachers exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of individuals and the work of the class as a group.

Nothing in this Code is intended to limit or reduce the power or authority of teachers to impose “classroom discipline.” Teachers are required to address both academic and social discipline in their classrooms. Teachers are required to expect and require students to be prepared for class and to be active learners during class time. Teachers shall observe and carry into effect all rules, regulations, and directions contained in this Code and all rules, regulations and directions of the Superintendent in relation to instruction and discipline. Teachers must report to the appropriate Administrator the violation of any rule or requirement by any student that is not to be properly addressed through classroom discipline.

Teachers are required to institute their own disciplinary consequences for classroom infractions that are in accord with their team’s or department’s approach. This should be sufficient to correct the problem. However, continuous classroom misbehavior may require parent discussion or conference. If resolution to the problem is not found among the teacher, student, guidance counselor, parent, team or department, then administrative intervention may be necessary. At this level of misconduct, teachers utilize their anecdotal records of the student’s infractions, records of their own attempts at correction, and the involvement of the parent(s) as information in seeking further resolution.

Teachers and other professional and support employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must maintain a standard of care and concern for appropriate supervision, control, and protection of students commensurate with assigned duties and responsibilities. A teacher must provide proper instruction in the safety matters presented relevant to the activity. Each teacher has the responsibility to report accidents or safety hazards immediately to the Principal.

Teachers may not send students on any personal errands. Teachers may not transport students in a personal vehicle except where specifically and expressly permitted. Teachers shall not require a student to perform work or services that may be detrimental to the student’s health or safety.

## Expectations and Responsibilities of Administrators

Administrators are charged with the responsibility of managing a safe and healthy environment for the District community of learners. Administrators are required to establish high expectations for all students to reach their highest potentials, strive to reinforce each person’s personal worth and dignity, and oversee implementation of the Code. Although Administrators can be said to be partners with the teachers and parents, the appropriate disposition regarding inappropriate behavior, violations, and disciplinary action rests with the Principal’s or other designated or authorized Administrator, subject to the policies, rules, and regulations of District and to the student’s applicable due process right to notice, hearing, and appeal. In response to certain

actions or behaviors by students as set forth in this Code, Principals shall refer disciplinary action to Central Administration for further action by the Board.

## **PART 3: SPECIFIC RULES AND REQUIREMENTS<sup>2</sup>**

### **ALCOHOL**

Students shall not bring alcohol, alcoholic beverages, or over-the-counter medicine containing alcohol, to school, to school activities or events. Students shall not possess alcohol or alcoholic beverages in school, on school property, at school events, or coming to or going from school or school events. Students shall not consume alcohol or alcoholic beverages at school, at school activities or events, or coming to or returning from school or school events. Students shall not have measurable or detectible alcohol in their breath or blood while in school, on school property, at a school activity or coming to and returning from school or a school activity. Reasonable suspicion alcohol testing is authorized.

Notwithstanding anything herein to the contrary, prescription medication containing alcohol shall be governed by the rules set forth in the Code pertaining to medication.

### **ALLERGIES, GENERALLY**

*See Food Allergies, below.*

*See Allergies, Serious, below.*

### **ALLERGIES, SERIOUS**

#### **1. POLICY**

It is District Policy to provide a school environment that is reasonably safe for students, employees and others. These rules pertain to allergies that pose a significant health or safety risk to students while attending school or school sponsored events in their capacity as students. These rules do not apply to: (i) persons who are not students enrolled in the District, (ii) District students who may be attending events on District premises or in District facilities in a capacity other than as a student; or (iii) students with other medical conditions, such as asthma.

#### **2. DEFINITIONS:**

- a. “An allergy(ies) that poses a significant health or safety risk.” For purposes of this Policy, these rules and any accompanying administrative regulation, the phrase “an allergy(ies) that poses a significant health or safety risk” means an allergy or allergies where exposure to nuts or other allergens will

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<sup>2</sup> This Part is organized alphabetically by specific subjects.

likely result in one or more of the following symptoms or conditions: (a) deterioration of consciousness; (b) difficulty breathing whether due to swelling in the throat or to asthma; (c) anaphylaxis or anaphylactic shock, from either obstruction to breathing or extremely low blood pressure; (d) swelling in the throat causing difficulty in swallowing or breathing; (e) the effects resulting from any of the foregoing; and/or (e) any other illness or disease that is not transitory or *di minimus*. Effects of exposure to nuts or other allergens that do not fall within the definition of a serious risk of health or safety include the following when none of the foregoing symptoms or conditions are likely to occur: (a) tingling feelings; (b) itchy nettle rash; (c) hives; (d) itching; (e) or any other symptom that is transitory and will not lead to any serious adverse health condition.

b. "Anaphylaxis." Anaphylaxis means serious and rapid allergic reactions usually involving more than one part of the body which, if severe enough, can kill.

3. **APPLICABILITY OF POLICY, RISK ASSESSMENT:** A risk assessment shall be conducted as part of the Section 504 evaluation process to determine if this Policy and related administrative guidelines shall apply to any child with an allergy or allergies. At a minimum, the risk assessment shall consist of the following steps:

a. **Allergy Identification.** This is the process of determining whether exposure to an agent will likely lead to adverse health outcomes. This assessment is to be based on a consideration of relevant evidence as may be considered by the District or offered by the parents. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.

b. **Assessment of Likely Adverse Health Outcomes.** This is the process of determining the nature of the reaction to exposure to the allergen. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.

4. **DUTIES AND RESPONSIBILITIES**

a) The Superintendent shall take such action as is reasonably prudent to ensure a reasonably safe school environment and compliance with applicable law. These actions shall include the promulgation, adoption and enforcement of administrative guidelines or protocols that include, at a minimum, the following:

- 1) Training of staff;
- 2) Education of staff on the prevention of serious allergic episodes;
- 3) Procedures for emergencies;
- 4) Procedures to minimize the potential for serious allergic reactions;
- 5) Communication with affected students and their families;
- 6) Promotion of public awareness;

- 7) Identifying students who have allergies that pose a significant risk to the health or life of the student; and
- 8) Conformity to applicable law, including Section 504, the ADA, and Chapter 15 of regulations of the State Board of Education.

- b) Compliance with Law. The terms and conditions applicable to a student's right or privilege to carry medication and/or self-administer medication, (Including Asthma Inhalers and Epinephrine Auto-Injectors) and the conditions, if any, under which a child may lose such rights or privileges, shall be set forth in the Section 504 Service Agreement.

The District is not responsible for training outside organizations that use District facilities. The District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in spaces designated as allergen free.

## ARTICLES AND DEVICES PROHIBITED ON SCHOOL GROUNDS; CELL PHONES

1. Contraband and Prohibitions. Articles, devices, materials and liquids which are considered hazards to the safety of others or which could interfere with the educational process are prohibited in school. Articles not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program. Prohibited articles include the following:

- a) Weapons, as defined in applicable law;
- b) Incendiary devices;
- c) Flammable liquids;
- d) Aerosol sprays;
- e) Alcohol;
- f) Alcoholic beverages;
- g) Illegal drugs;
- g) Bath Salts
- h) Cigarettes, Electronic Cigarettes;
- i) Tobacco;
- j) Medication, including Nicotine Patches unless the medication is brought to school and used in accordance with the medication rules stated later in this Code;
- k) Playing cards;
- l) Radios;
- m) Skateboards;
- n) Roller blades;
- o) Tape players;
- p) Toy guns, water pistols, squirt guns, super soakers, sling shots;
- q) Yo-yos;
- r) Beeepers/pagers;

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- Ⓣ) Cameras, except if a cell phone has a camera function;
- Ⓢ) Nude or semi-nude photographs, whether on paper or in digital format;
- Ⓡ) Except for cell phones as stated below, video or digital devices, including DVD and CD players, iPODS, walkman radios, MP3 players, or any other communication device, headphones, video games, walkie-talkies, wireless email or text messaging devices or any other communication devices;
- Ⓡ) Laser pens/pointers;
- Ⓡ) Lighters;
- Ⓡ) Handcuffs and other personal restraint devices; and
- Ⓡ) Food and drink in non-designated areas, etc.

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2. Cellular Phones/Smart Phones/Internet Phones/I-Pods/Tablets and similar devices (hereafter referred to as cell phones). Although students may bring cell phones to school and to school functions, cell phones shall not be visible, turned on or used by students ~~not be visible~~ during the school day. Cellular telephones that have the capability to access the Internet, take photographs or to record audio and/or video shall not be used for such purposes. Students are prohibited from recording audio and/or video in violation of any applicable law or Board Policy.

In addition to applicable discipline, failure to adhere to these rules will result in confiscation of the phone by school staff and a conference with the student prior to returning the phone. Return of the device may be delayed in accordance with the rules stated in this Code. Such conferences could include a parent, and parents may be required to personally retrieve the confiscated phone from the school. A student's refusal to turn over the phone to staff shall be considered an act of insubordination, with the student receiving applicable and additional disciplinary consequences as per this Code.

**The District is not responsible for cell phones which are lost, stolen, or damaged.**

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In the absence of any aggravating circumstances, the disciplinary consequences for the violation of the cell phone rules stated in this Code Include the following:

- 31. Use of any device by students that provides for a wireless, unfiltered connection to the Internet is prohibited on school property.
- 42. Prohibited items or items used inappropriately can be confiscated and returned following communication with the parent.

**The District is not responsible for prohibited items which are lost, stolen, or damaged.**

## ASSEMBLIES AND SHOWS

Students' behavior during assemblies shall be respectful, refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school

as a whole. Students are expected to enter in a quiet, orderly manner, and to keep conversation to a minimum. Immediate attention must be given to the person(s) in charge. Students and teachers are assigned seats in assembly. Seating for assemblies will be supervised by the teachers and/or Administrators.

Assembly is a place for students to practice courtesy. Hand clapping is a way of showing appreciation. Unacceptable conduct may include but is not limited to whistling, uncalled for clapping, boisterousness, shouting, and talking during a program. Students removed during an assembly for conduct reasons may face disciplinary action and may be barred from future assembly programs.

All students must attend assemblies as assigned or scheduled, unless excused by the Principal or his/her designee. Students who fail to report to assembly will be considered as “cutting class” and will receive appropriate disciplinary action.

Upon being called to an assembly program via the intercom, students should proceed to the auditorium/ gymnasium directly without stopping elsewhere. Upon entering the auditorium, the students should proceed to the front row and fill each row completely. They will be assisted by faculty monitors, who will insure that all seats in each row are occupied.

## ATTENDANCE, ~~ABSENCES AND TRUANCY~~

School-aged pupils enrolled in District’s schools must attend school regularly in accordance with applicable law. The educational program offered by District is generally predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Students are to be in attendance during the days and hours in which school is in session, except when the student is excused for temporary absences in accordance with these rules.

Students involved in extracurricular activities or athletics MUST be in attendance by 10:30 a.m. on the day of a scheduled activity or athletic contest and remain in attendance until dismissal in order to participate, unless excused for any lawful reason other than illness. No student may participate in interscholastic athletics that has not been in attendance on the day of the athletic event or practice. ~~A student athlete may not participate in or attend any school activity on a day the student is absent. School events (concerts, field trips, dances, etc.) and athletic contests scheduled on a weekend/Saturday require proper attendance on the previous Friday. Any student leaving early (prior to ½ day in attendance—3.5 hours) will not be eligible to practice or participate in any school event or practice scheduled for that day unless lawfully excused from school pre-approved by administration. In addition, if additional rules are imposed by applicable governing authorities, such as the Pennsylvania Interscholastic Athletic Association, such those~~ rules as applicable will be enforced.

**Excused ~~absences, tardiness~~ absences, tardiness, and early dismissals** are for clearly established legitimate reasons only. The District considers the following urgent reasons to constitute reasonable cause or legitimate reasons for excusal from school attendance:

1. *Illness or recovery from an accident* – A physician’s excuse is required for any consecutive absence of more than three (3) school days or if the District Administration has reason to question the validity of the absence.
2. *Health care* – Absence for a portion of the school day may be excused for medical or dental appointments which cannot be arranged after school hours. Prior permission from the Principal must be obtained in order for the absence to be excused. To receive professional health care or therapy services rendered by Commonwealth, licensed practitioners that are otherwise impractical or impossible to receive outside of school hours upon receipt of satisfactory evidence of such need.
3. *Serious illness or death in the immediate family.*
4. *Quarantine.*
5. *Impassable roads.*
6. *Weather so inclement as to endanger the health of the child.*
7. *Student’s required court appearance.*
8. *Excused pursuant to a farm or domestic service emergency permit.*
9. *Family or student emergency.* To qualify for an absence for the reason of a family emergency, the situation must be a true emergency for which planning was not reasonably possible and which required by its nature the absence of the student.
10. *Official religious holidays observed by the student’s religious group* – Permission for the absence must be obtained from the Principal before the holiday. All absences occasioned by the observance of the student’s religion on a day approved by the District as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.

*Religious instruction* – Limited to a maximum of 36 hours per school year.

11. *Pre-approved educational trips or tours* –A trip may be considered an educational experience if it broadens the student’s understanding of social, cultural, or geographic values and concepts. Absences due to a non-District sponsored educational tour or trip may be excused by the Principal if permission is sought at least ten (10) days prior to the beginning date of the proposed tour or trip. The student’s parent shall submit to the school Principal a written request for the excusal, on the Board approved form, indicating the educational value of the trip or tour and the activities that will enhance the student’s cognitive development and all other information as required by the form. A non-District sponsored educational trip or tour may not exceed more than five (5) days and may occur only once in any one (1) school year. Any days beyond the maximum of five (5) days

permitted will be considered unexcused and may be deemed unlawful for students under age seventeen (17), which may require appropriate legal action. At the time of the request, the student must have earned, for the school term, a grade of “C” or above in English, mathematics, science, and social studies at the intermediate school level or in at least two (2) core courses at the high school level. At the elementary level, the student must have earned, for the school term, a grade of “S” or above in the aforementioned subjects. Thus, for the purpose of this Policy, acceptable academic performances are defined as the grade “C” or above or “S” or above, depending upon grade level. No approval of non-District sponsored educational trips or tours will be granted at the following times during the school year: (1) during the first or last five (5) days of the year or, in the case of high school students of the District, the first or last five (5) days of each semester; (2) during the administration of achievement tests or statewide assessment tests; and (3) during the secondary school examination periods at the end of the first and second semesters. When a parent wishes a student’s absence for a family-based non-District sponsored educational trip or tour to be recorded as an excused absence, a properly completed District-approved request form must be submitted to the Principal. Approval of each request will be based on an evaluation of relevant factors, including the following:

- a) Previous attendance records;
- b) Previous requests;
- c) Academic performance; and
- d) Anticipated educational value of the activity.

12. *Pre-approved college visits* – College visits are considered educational trips and are limited to three (3) total school days. Educational trip forms are available in the attendance office. Written verification must be obtained on college letterhead stating that the student was present.

13. *Suspensions or expulsions from school.*

14. *4-H or FFA* – The District may permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

15. *Participation in school sponsored activities.*

16. *Any other reason allowed by applicable law.*

**Unexcused/Unlawful Absences, ~~f~~Tardiness and ~~e~~Early ~~d~~Dismissals:** Types of unacceptable reasons for an absence include, but are not limited to: absent through parental neglect, babysitting, missing the bus, loss of school bus riding privilege, running errands, appointments that are not of a health care or legal nature, oversleeping/fatigue, hunting, fishing, attendance at games (unless it is a school sponsored activity), working, family or educational trips not approved in advance, visiting, car trouble, taking a driver’s test, shopping, ~~or~~ truancy, or any reason not listed as an “excused absence”.



**Required Documentation upon Return to School:** A written excuse for each absence of their child must be submitted by parent(s) within three (3) days of the absence or the child's return to school. Failure to provide such a written excuse can result in the absence being permanently recorded as unlawful or unexcused. Whenever a pupil is absent from school, the parent(s) is/are required to send a written excuse to the school containing the following: (1) student's first and last name; (2) date of absence; (3) reason for absence; and (4) signature of parent.

**Employment-related Absences:** Student absences due to employment are subject to the rules governing such absence as prescribed by the Child Labor Laws and the Pennsylvania Department of Education. In order for an eligible student to be released from attending school for reasons of full-time employment, s/he must show proof of having acquired a job of not less than thirty-five (35) hours per week.

**Early Dismissal:** When requesting an early dismissal for one of the reasons set forth above or requesting an excused absence requiring prior approval, the student's parent shall submit to the school Principal a written request for the excusal or submit an educational trip form that is available in the attendance office.

Students may not leave the school before dismissal time unless the School Administration has received a written parental/guardian request they be allowed to do so. The request must include the student's name, date, time, reason for request, parental/guardian signature, and a telephone number at which the parent can be reached. In case of an elementary student, the request will be honored only if the parent and/or parent's/guardian's designee comes to the school to pick up the child at the requested time of release. No student may be released on the basis of an invalidated telephone call. Children of divorced or estranged parents may be released from school only with the permission of the parent and/or person who has legal custody or de facto custody of the student. Such permission, which should always be in writing, should be addressed to the school Principal, not to an individual teacher. A copy of the permission slip should be filed in the Superintendent's office. If there is a dispute concerning which parent or parent's/guardian's designee has custody of the student, the Superintendent should be contacted, but if s/he is unavailable, then the District's solicitor may be contacted.

**Making Up Work:** Students are responsible for making up work missed due to absences or early dismissals within the time required, whether the absence is excused, unexcused, unlawful, or undocumented.

**Parental Documentation:** A maximum of ten (10) cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days may require an excuse from a physician. After ten (10) consecutive missed days, students may be dropped from the rolls, unless circumstances compel otherwise.

**Unexcused or Unlawful Absences:** Unexcused or unlawful absences are absences for unacceptable reasons or where acceptable evidence is lacking. Students may be disciplined for unexcused or illegal absences.

**Truancy:** When a student has accumulated 3 or more days of unexcused or illegal absences, a written notice shall be mailed to the parent(s). After the notice has been mailed, a citation will be served on the parent by the District Justice after each additional unexcused or illegal absence. Whenever a student has been unlawfully absent to the extent that his/her parent(s) have received a letter of notification of three (3) unlawful absences and been unlawfully absent for any additional day or more, including those minutes of unlawful tardiness that, when added, make up a school day, the parent may be prosecuted for non-compliance with the compulsory attendance laws of the state. If the absence continues, a new citation shall be issued weekly.

**“Runaway Child:”** When a “runaway child” of compulsory school age has been absent from school for three (3) days, the first offense unlawful absence notice shall be served on the parent. If it is apparent that the parent has made every effort possible to locate the whereabouts of such child and return him/her to school, no further action need be taken. The student, however, should be kept on the active roll and marked unlawfully absent until such time as s/he returns or legal requirements are satisfied. If it is believed that the parent(s) knows where the child is, and is making no effort to locate him/her, proceedings shall be entered against them, as provided in the Public School Code. Ten (10) days after the police have been notified of the absence by the parent or the District, the child shall be taken off the rolls.

**Additional Requirements for Attendance:**

*Tardiness:* Students are expected to be in school at the regularly scheduled times. Students who are late to school must report directly to the designated sign-in location. It is the student’s responsibility to collect and complete all academic work unfinished due to tardiness. Excessive tardiness may result in a lack of academic progress and could result in disciplinary action.

Students are expected to report to class in a timely manner. If a student has been detained in the office or by a teacher, the student must obtain a pass from the person who detained them before going to the next class, or the student will be marked as late.

## ATTENDANCE/ENROLLMENT ELIGIBILITY

The schools are operated for the benefit of the children residing in the District. Only those children who meet the following terms and conditions are eligible to attend the schools of the District:

1. Children residing in the District and meeting the eligibility rules for admission to school;
2. Those children permitted to attend school in the District under applicable Policy of the District; and
3. Those children whom applicable law requires attendance in the schools of the District.

The Public School Code states that a child shall be considered a resident of the District in which his/her parents or the guardian of his/her person resides. When the parents reside in different

Districts due to separation, divorce or other reason, the child may attend school in the District of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two Districts the child will enroll for the school year. If the child is an emancipated minor, the resident District is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under twenty-one (21) years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.

To ascertain if a student is, in fact, emancipated and has a right to attend school in the District the student shall:

1. Sever most "filial ties" and must be substantially free from parental "domination and control";
2. Live apart from the parent;
3. Be financially independent of the parent; and
4. Be responsible for his/her own welfare and behavior.

The parent shall place on file a sworn statement attesting to the fact that the four previous conditions exist. Every reasonable effort should be made to secure this documentation directly from the parent in order to confirm that the child is not a runaway or under the control of juvenile authorities or some other agency. Where the parent cannot be contacted or does not provide the statement, verification can be made by having the student provide evidence that the four tests have been satisfactorily met. In instances whereby a parent has submitted the required evidence of emancipation, the District reserves the right to request additional evidence substantiating the veracity of any such claims. In instances where the school cannot verify emancipation, the student shall be referred to an appropriate child care agency.

**Note:** Students who are married and living with a spouse are also considered to be emancipated. This is usually the case no matter what the age of either partner.

Federal installations/land are considered a part of the District or Districts in which they are situated and the children residing on such installations shall be counted as resident students of the District. This Policy pertains to all students registering in all grades (K-12) including original entries, re-entries and new entries in the District.

#### Registration Process

Except as permitted otherwise by applicable law, parent(s) of all students registering in the District must present acceptable proof of residency before a student is permitted to register and attend school. The following are proofs of residency which may be accepted by the District:

Application for registration must be accompanied by one proof of residency from List `A` and one proof of residency from List `B`.

List A

1. Current lease agreement, indicating the term of lease, address of leased property, names and signatures of property owner(s) and lessee(s).
2. Mortgage settlement document(s) indicating address of residence, and name(s) of property owner(s).
3. Recorded deed indicating address of residence, and name(s) of property owner(s).
4. School property tax bill in the resident's name for the current or immediately preceding tax year.

4. In addition to providing one of the aforementioned documents, a Landlord/Tenant Affidavit shall be made available to residents residing in a property not owned/leased by resident.

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List B

1. Valid Pennsylvania driver's license indicating physical address of residence.
2. Valid Pennsylvania identification card indicating physical address of residence.
3. Valid Pennsylvania automobile registration indicating physical address of residence.
4. Signed income tax return filed for the current or immediately preceding tax year indicating physical address of residence.
5. Check stub from wages, public assistance, or social security issued within the past thirty (30) days indicating physical address of residence.
6. Current Pennsylvania Local Earned Income Tax Residency Certification Form.
5. In lieu of providing any of the aforementioned ~~five~~<sup>six</sup> (56) acceptable proofs of residency from List B, parent who seek enrollment of student(s) pursuant to this Policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable proofs of residency within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

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The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this Policy provision shall result in the disenrollment of the student from the District. The District Administration shall establish procedures for the notification of parent of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this Policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The District may require more than one (1) type of proof of residency from List A and/or List B (above) either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue.

At the time of registration, the parent(s) must present a positive form of identification, which shall include government issued photo identification.

The child will be enrolled in the school building which s/he would normally attend in accordance with established District attendance areas. The District shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The District has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied proof of the child's age, residency, and immunizations as required by law. The District shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

#### Withdrawal Process

When the District receives a request for educational records from another District or charter school, it shall forward the records within ten (10) business days of receipt of the request.

#### Penalties And Enforcement

Children of violators of this Policy and/or of those submitting a falsified affidavit and/or who are otherwise not in legal compliance with residency regulations shall be dropped from the rolls of the District, and such violators may be prosecuted under applicable law. The District reserves the right to request proof of residency of any resident with school-age children at any time. The District also reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

### BREATHALIZER

To provide for the safety and welfare of students, an alcohol breath analyzer will be available and may be utilized at the Intermediate and High School and all major student activities at the High Schools throughout the school year. Students will be subject to testing in accordance with applicable law. **Students who test positive will be subject to discipline.**

### BULLYING/ CYBERBULLYING

The District is committed to providing a safe, positive learning environment for students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying is prohibited.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and results in, or is likely to result in, any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's education opportunities.
6. Perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student.

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**Bullying**, as defined in this Policy, includes "cyberbullying" and hazing.

Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

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**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Bullying/Cyberbullying is prohibited.**

All forms of bullying are prohibited. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Students who engage in bullying will receive the most serious forms of discipline, including permanent expulsion.

#### **Complaint Process:**

Students who have been bullied are encouraged to report such incidents to the Principal or counselor promptly. Students who witness bullying are encouraged to report such incidents to the Principal.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with and subject to the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

The Superintendent shall ensure that these rules are reviewed annually with students.

### **Education**

The District has developed and is implementing bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates the anti-bullying rules shall be subject to appropriate disciplinary action consistent with this Code, which may include:

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

## **BUS RULES AND REGULATIONS**

Students shall NOT be permitted to ride school buses other than the bus or buses assigned. Students identified as "walkers" will NOT be permitted to ride the school buses to and/or from the assigned "home" school. Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the Principal. Changes of buses will only be permitted under the following circumstances:

1. A parent changes residence during the school term (includes court-ordered dual custody situations);
2. A student was mistakenly assigned to an incorrect bus or buses at the start of the school term;
3. A parent changes daycare providers;
4. A student is reassigned to a new school because of the required educational program; or
5. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the

school day and there are no other parent arrangements that can be made for safe transportation other than by school bus. (An “emergency” is defined as death in the family or unanticipated medical condition.)

The District reserves the right to modify student bus assignments, bus routes and pickup/drop off times.

This Policy has been developed and will be used to gain a consistent level of operation from one school to another within the District; to help insure the safety of all students assigned to the various schools within the District; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

All students of the District share in the responsibility to provide a safe, efficient, and wholesome atmosphere on District buses. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students shall cooperate fully with the bus drivers and the instructions and directives of the bus driver. The following rules apply to all students riding school buses:

1. Arrive at the assigned bus stop ten (10) minutes before scheduled pick-up times. Parents are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points. Parents/ Guardians are responsible for their child’s conduct at the bus stop both before and after school. The bus will not wait for those students who are regularly tardy or who wait for the bus inside their homes.
2. Exhibit orderly and appropriate behavior while at the bus stop and on the bus.
3. Respect the property adjacent to the bus stop, respect the safety and property of other students, and follow all directions and guidance provided by the bus driver. The bus driver has the same authority as a classroom teacher.
4. **Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the District has approved a change**
5. Enter the bus and take a seat without disturbing others.
6. Report all injuries that occur on the bus or getting on and off the bus to the driver immediately, no matter how slight.
7. Sit in assigned seats that are designated by the bus driver and obey the driver’s seating instructions.
8. Remain in your seat while the bus is in motion. Heads, hands, and feet must be kept inside the windows at all times.
9. Speak in a normal tone of voice while on the bus. No shouting.



10. Do not fight, push, or trip at any time on the bus.
11. Do not use profane language.
12. Do not aggravate or provoke other students on the bus.
13. Do not throw or project paper, water, or other objects on the bus or from the bus at any time.
14. **The same discipline rules applied in school apply on the bus. In other words, any conduct prohibited or any act or conduct required by this Code of Student Conduct in school is prohibited or required on the buses and vehicles of the School District.**
15. A “no eating” Policy will be followed on all buses. Tobacco, matches, eating, drinking or chewing gum on the bus is prohibited. [See District Board Policy 210.2]
16. Keep the bus clean and orderly.
17. Do not willfully destroy clothing or any other property of another student or any part of the bus.
18. No objects that would block the aisles or emergency door exits are allowed on the bus. No items can be placed in the driver’s compartment, doorway or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
19. Pets or animals are not permitted on the bus.
20. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student’s lap.
21. Objects that endanger other students are strictly prohibited. Such objects Include firearms, knives, metal stars, ice skates, glass objects, etc. Possession of dangerous objects may result in immediate suspension of bus privileges and other discipline. There will be no dangerous objects that could be misconstrued as weapons brought on the bus as well.
22. Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.

SCHOOL BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT. Misconduct by bus passengers will result in having transportation privileges suspended. District reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus, in which case parent(s) must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus. **SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL**, unless the infraction is of a serious nature, in which case a school suspension

may be assigned in addition to the bus riding suspension. Parent will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

Audio and/or video surveillance of school buses may be utilized by the District. The District shall provide proper notice to students and others that audio and/or video surveillance may occur on any transportation vehicle at any time. If video monitoring is utilized, a warning, via a posted decal, will inform riders that a video monitoring system may be used at any time. If a student has been videotaped and disciplinary action has been recommended, in whole or in part because of what is depicted on the videotape, the parent of the student being disciplined may request to view the videotape, and the request should be directed to the Principal. Parents may view only that portion of the videotape which documents the alleged misbehavior of their child. All videotaped evidence of the student's misbehavior will be erased after the disciplinary action/disposition, and any appeals, have concluded.

The District does not allow the use of physical force in the discipline of students except in those cases where it is reasonable for purposes of self-defense, to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the protection of property or in preventing bodily harm to others in accordance with District student discipline Policy.

Bus drivers shall report in writing on approved forms any infraction of the bus Policy to the Principal. Morning infractions would be given to the Principal by the end of the school day, while afternoon infraction must be reported by noon the following work day. Disciplinary steps shall be taken by the Principal in accordance with this Code.

**DISCIPLINE INFRACTIONS OCCURRING ON A SCHOOL BUS SHALL RESULT IN A LOSS OF RIDING PRIVILEGE. A STUDENT WHO BECOMES A DISCIPLINE PROBLEM ON THE BUS WILL BE DEPRIVED OF THE PRIVILEGE OF RIDING ALL BUSES USED BY DISTRICT AS FOLLOWS:**

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Level I	Verbal Warning	Documented warning	Documented warning	Documented warning
Level II	1 day suspension	2 day suspension	3 day suspension	4 day suspension
Level III	3 day suspension	4 day suspension	5 day suspension	6 day suspension
Level IV	5 day suspension	6 day suspension	7 day suspension	8 day suspension

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The Principal is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Superintendent of schools.

In the event that there are aggravating circumstances, discipline in addition to the discipline set forth above may be more severe.

A copy of each pupil misconduct report, with appropriate action taken, must be filed in the pupil's discipline folder.

**Attention Monroe Career and Technical Institute (MCTI) students:** The shuttle buses to the MCTI leave promptly at the same time each day. It is each student's responsibility to be on the bus on time. **Any student who misses the bus to the MCTI must report directly to the main office.** Anyone missing the bus and not reporting to the main office may be suspended from school and/or reported to the MCTI for truancy.

## CARE OF SCHOOL PROPERTY

The Board believes that schools should help students learn to respect property and develop feelings of pride in community institutions. Each student is responsible for the proper care of school property, supplies and equipment entrusted to his/her use. Students who willfully damage school property or deface school property shall be subject to disciplinary measures, prosecution and punishment as allowable under applicable law. Parents shall be held accountable for student actions, which could include cost of restoration and cost for any reward money offered. The Superintendent may report any student whose damage of school property has been serious or chronic in nature to the appropriate authorities.

Any student or other person found committing the following may be subject to appropriate fines and/or prison terms:

1. Desecrating school buildings, structures, grounds, or other property of the District.
2. Breaking into a school building.
3. Gaining entry to a school building or property by trick or deception or secretly remaining in the building.
4. Knowingly remaining on school property that is posted or who is given notice of trespass and refuses to leave.
5. Trespassing on school properties.

## CELL PHONES

*See Articles and Devices Prohibited on School Property, above*

## CHEATING/PLAGIARISM/FORGERY

Cheating and plagiarism of any type will result in failure of the evaluation or paper/project for the student cheating and any student providing the information voluntarily. Failure of the course

for the marking period may result in extreme cases. Discipline shall be imposed for cheating or plagiarism.

A student who forges a parent, teacher and/or Administrator's note or signature shall be disciplined.

## CLASS CUTTING

Students are required to attend all scheduled classes, study halls, and lunch, (referred to hereinafter individually or together as "class") unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in a grade of zero for all work missed, a denial of school privileges up to and including a suspension from school. This Policy on cutting will be strictly enforced. Class cuts may be added to previous cumulative absences which could cause possible credit loss for individual subjects.

## CO-CURRICULAR CODE OF CONDUCT (Intermediate School and High School)

The primary purpose of District's Co-Curricular Program is to promote the physical, mental, social, emotional and moral well-being of the participant. As a District, we strive to make the programs in our schools a positive force in preparing youth for an enriching and vital role in America. The Co-Curricular Program is an important and integral part of the total school program and is open to all students. Through voluntary participation, a student gives time, energy, and loyalty to the program. He/she also accepts the rules, regulations and responsibilities that are unique to each of these programs. In order to contribute to the welfare of the group, the participant must willingly assume these obligations since this role demands that the individual make sacrifices not required of non-participants. **Prior to participating in any co-curricular activities, students must read the Co-Curricular Code of Conduct and acknowledge that they have read it and understood it by signing the attached verification form.**

Participation in co-curricular activities is a privilege. By voluntarily participating in co-curricular activities, students are agreeing to be bound by the Co-Curricular Code of Conduct in addition to the conduct mandated by the Code. No student is entitled to participation. If a student violates the Co-Curricular Code of Conduct, the privilege of participation may be temporarily suspended or permanently revoked.

The following rules, regulations and responsibilities apply to all students participating in co-curricular activities:

1. Participants must travel to and from contests/activities away from the District on transportation provided by the District. An exception may be granted for an athlete to be transported by their own parent(s) with a signed permission form.
2. Use of or possession of tobacco, alcoholic beverages, illegal drugs, lawful drugs or other materials that are used in a manner or for reasons other than for which they are designed or allowed, narcotics, or hallucinating agents by student participants is prohibited.

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*First Offense:* The individual will be suspended from the activity for five (5) school days and referred to the Principal for action under the Code. During this time period, the individual should be recommended to the Student Assistance Program for further assistance. At the end of this period, following counseling by the head coach/activity sponsor and the Principal, a decision regarding further participation will be made.

*Second Offense:* The individual will be suspended for the remainder of the activity's season and referral of the student to the Principal for disciplinary action under the Code.

#### Alcohol and Drugs

Any athlete who violates the District's Controlled Substances Policy will not participate in athletic practices for thirty-five (35) school days or athletic contests for forty-five (45) school days on a first offense. Ineligibility will begin on the day the offense is verified by school officials. Should the student-athlete participate in a counseling program, approved by the school and at parent expense, and comply with any recommendations made, non-participation will be reduced to twenty-five (25) school days for contests and fifteen (15) school days for practice. Failure to seek counseling or to comply with recommendations will result in enforcement of the forty-five (45) school days penalty. A second offense will result in non-participation in athletics for a period of one calendar year commencing on the day the offense is verified.

1. Any investigation and/or disciplinary action taken under the Co-Curricular Code of Conduct shall be conducted in the following manner:
  - a. Alleged violations of the Co-Curricular Code of Conduct shall be reported to the co-curricular sponsor/athletic director and/or an assistant Principal. Such reports will be investigated in a timely manner by the co-curricular sponsor/athletic director and assistant Principal. The student involved and the coach/activity sponsor of the activity shall be informed in writing of the alleged violation and the investigation. The investigation shall include, but not be limited to, interviews of the student involved and any witnesses.
  - b. When the investigation is complete, the co-curricular sponsor/athletic director and assistant Principal will make a presentation of all information gathered to the Principal. The Principal shall provide the student and parent a summary of the information

gathered, and give the student and his/her parents an opportunity to be heard and present information relevant to the alleged violation. Based on the information presented by the co-curricular sponsor/athletic director and/or assistant Principal and the student and parent, the Principal will make a determination of whether a violation occurred. The determination of the Principal shall be final.

- c. The co-curricular sponsor/athletic director and assistant Principal shall notify in writing the parents, the student and the co-curricular sponsor/coach of the action taken. The appropriate discipline will be imposed according to the degree of the infraction.
  - d. Until a final determination has been made by the Principal, the student may continue to participate as a member of the team/activity.
2. The rules and regulations of the Co-Curricular Code of Conduct shall apply to any violation that occurs during “in-season” participation, regardless of whether the conduct occurs on or off school premises or in connection with any school function.
    - a. “In-season” participation begins with the first day of practice or participation and ends with the last contest, meeting or practice, whichever occurs on the later date.
    - b. When a participant is suspended for a specific number of days/weeks, the participant may not participate in the activity until the suspension is completed; provided, however, that in the case of student involved in interscholastic sports, the student must continue to report to practice, but may not dress, may not be in or around the bench area, may not travel or in any way take part in contests or scrimmages for the duration of the suspension.
  3. Any conduct that results in dishonor to the student participant, the team/activity or the school will not be tolerated. Any acts of unacceptable conduct, including but not limited to, theft, vandalism, disrespect, immorality or criminal acts, tarnish the reputation of everyone associated with the Co-Curricular Program and will not be tolerated. All unacceptable conduct shall be reported to the co-curricular sponsor/athletic director and/or the assistant Principal who will then follow the investigative procedure set forth above. A determination of consequence will be made as set forth above. The consequence imposed will range from a five (5) day suspension from the team/activity to suspension for the remainder of the season, depending on the severity of the infraction as determined by the Principal. The Principal shall be guided by the disciplinary action listed in the Code for a similar infraction in determining the appropriate consequence to impose.
  4. Every student is required to do satisfactory school work in at least four (4) credits at the Intermediate level (Grades 6-8) and two blocks or four (4) credits at the High School level (Grades 9-12).

# COMPUTER AND INTERNET USE AND PROHIBITIONS

## ACCEPTABLE USE POLICY

### STUDENT CODE OF CONDUCT STATEMENT

The East Stroudsburg Area School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology Policy, # 815, ("Acceptable Use Policy") accompanying Administrative Regulation #815-AR ("Administrative Regulation"), and Social Media Policy, #816 include important requirements for you to know as you use the Internet, computers, networks, electronic systems, software, information, and technology devices. The requirements are in effect any time *School District resources* are used, whether on School District property or elsewhere, including without limitation, when using mobile-commuting equipment, telecommunication facilities (in protected and unprotected areas or environments), at home, or through another Internet Service Provider, and if relevant, when you use *your own or another entity's or person's resources*, including without limitation, computers, electronic communication devices, networks, systems, servers, and media.

The Acceptable Use Policy, Administrative Regulation and Social Media Policy are always available in an electronic format on the School District's web site at [www.esasd.net](http://www.esasd.net) (under "Policies"), provided in paper format in the School District's Policy Manual and Administrative Regulation Manual and a copy of the Acceptable Use Policy, Administrative Regulation and Social Media Policy will have been given to you. **THE ACCEPTABLE USE POLICY, ADMINISTRATIVE REGULATION AND SOCIAL MEDIA POLICY ARE FULLY INCORPORATED INTO THIS STUDENT HANDBOOK AS IF THEY WERE STATED HERE-IN THEIR ENTIRETY.**

Someone from the School District will have reviewed the Acceptable Use Policy, Administrative Regulation and Social Media Policy with you and you will have been given the opportunity to obtain information from the School District and from your parent(s) about anything that you do not understand. If you have any further questions it is your responsibility to access the Acceptable Use Policy, Administrative Regulation and Social Media Policy, and/or ask your teacher and/or, school librarian and/or, and/or your parents.

You must sign an Acknowledgement and Consent Form stating that you received, read, understand and will comply with the Acceptable Use Policy, Administrative Regulation and Social Media Policy. If you violate the Acceptable Use Policy, Administrative Regulation and/or Social Media Policy you will be subject to the consequences provided in the Acceptable Use Policy, Administrative Regulation and Social Media Policy, the additional School District policies, including the School District's Discipline Policy and Code of Student Conduct. Additionally, the School District will cooperate with Internet Service Providers, local, state, and federal officials to the extent required by law.

If for any reason you do not receive a copy of the Acceptable Use Policy, the accompanying Administrative Regulation, Social Media Policy and/or the Acknowledgement and Consent Form it is your responsibility to ask your teacher and/or school building Principal for a copy.

## CONFIDENTIAL COMMUNICATIONS OF STUDENTS

Some oral or written communications between students and school personnel are confidential, subject to lawful exceptions. School personnel must comply with all federal and state laws, regulations and Board Policy concerning confidential communications of students. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to or by the Principal, the student's parent, or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

### COPYRIGHT

Students shall not violate copyright or engage in conduct that violates copyright rules.

### CRIMES

Students shall not commit crimes or engage in criminal conduct. In addition to discipline, including suspension or expulsion, law enforcement or juvenile authorities may be contacted.

## DANCES AND SOCIAL EVENTS

The value of student social events in enhancing and enriching the school experience for students is recognized. Permission to hold dances and other social events must be secured from the Principal's office in advance of the date scheduled for the event where school facilities and/or staff must be provided. For social events which take place outside school facilities, approval is required by the Board upon the recommendation of the Superintendent.

As voluntary participants in school social events, students shall be held responsible for compliance with District policies and rules, and infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school social events is not a right and may be denied to any students who have demonstrated disregard for the policies and rules of District, or who have not been in attendance on the day of the event.

Dances– Regulations and rules of conduct pertaining to school dances are the same as the regulations and rules of conduct regarding any school activity with the following additions:

1. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the Principal. Students externally suspended from school are prohibited from attending dances.
2. At all times, there must be adequate lighting during the course of the dance.

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3. There must be six chaperones, three of which must be faculty (at least one male and one female teacher), one custodian and three District police officers or security on duty for each dance. The cost for the above personnel may be charged to the sponsoring activity.
4. Dances are closed to the general public. Only students currently enrolled in the **high** school sponsoring the dance will be admitted to that dance. Students may be required to present identification. No outside guests will be permitted, with the exception of the Prom. Pupils in grades K through 8 will generally not be permitted to attend dances or parties on the High School level. Exceptions may be made through the Principal's office in advance. If a student wishes to bring a guest from outside the student body or an alumnus, the student must obtain a guest pass in advance from the High School office after purchasing a ticket for the guest, and the names of the guest and the sponsoring student must appear on the guest pass.
5. Only those purchasing tickets will be admitted. Submittal of permission slips and associated activity fees must meet all deadlines to allow for proper planning.
6. The organization sponsoring the dance shall ensure that all equipment, scenery, etc. is removed immediately following the dance so there is no interference with the normal school day or other activities requiring the use of the area in which the dance was held.
7. Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and for the general conduct of the dance or party.
8. For all school-sponsored dances (on or off the school premises) and parties, once people have entered the building for the dance, they may not be allowed to leave the building and re-enter.
9. No student or guest will be permitted to enter a dance after one-half of the time elapsed.
10. Students attending the dance are not permitted to wander around the building.
11. Dances will not be scheduled during weeknights when school will be in session on the following day.
12. Dances will not be scheduled during times that school is in recess as per the school calendar.
13. An appropriate dress Code may be established for the event by the faculty advisor of the sponsoring group or class in cooperation with the Principal.
14. Glow-lites are not permitted at any school-sponsored dances.

## DRESS, HAIR STYLE, JEWELRY, TATOOS AND GROOMING

DISTRICT will not interfere with applicable legal rights of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, affect the health and safety of the student or others, interfere with school work, create disorder, or cause excessive wear or damage to school property.

At no time, shall students dress, wear jewelry, have a hair style or groom themselves in a manner which:

1. Presents a hazard to the health or safety of the student or to others in the school.
2. Materially interferes with school work, create disorder, or disrupt the educational program.
3. Can cause excessive wear or damage to school property.
4. Prevents the student from achieving educational objectives because of blocked vision or restricted movement.

Staff members shall demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extra-curricular activities such as band, football, etc.

District officials will not make school-wide policies limiting the length or style of hair, but they may require changes in either style or length on an individual basis if they can show sufficient justification. An example of such justification would be that a student's hair or dress is a health and/or safety hazard and/or disruptive to the educational process. Hair must be clean and neat.

The following are specifics to be followed regarding student dress and grooming in the District.

### Photo Identification

Students in grades 9 through 12 must wear and visibly exhibit in the front of his/her outer garment, their current District issued photo identification while on school property, unless a lawful right of exemption exists. Students exempted will be issued a non-photo identification badge which must be visibly worn while on school property as set forth above.

### Tops/Pants/Skirts/Skorts

1. Torn, frayed, or ripped clothing is not permitted.
2. Spandex, Lycra, stretch, form fit, or skin-tight outfits of any type or material are not permitted unless accompanying clothing covers the hips, buttocks and chest in an appropriate manner.

3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
4. See-through garments are prohibited. Undergarments will not be exposed in any way.
5. Tops will not be "low-cut" or exposing, including cleavage. Bare midriffs and bare backs are not permitted. Tops must be long enough to tuck in.
6. The following are unacceptable school attire:
  - a. Tank tops/muscle shirts
  - b. Spaghetti strap/halter/mesh tops
  - c. See-through blouses or shirts
  - d. Tube tops/crop tops
  - e. Pajamas or slippers
  - f. Micro-mini skirts, dresses and shorts
  - g. Wallet or waist chains
  - h. Headwear
  - i. Leather or chain neckwear.
7. Heavy Coats, jackets and/or garments designed for protection from the outside weather are not to be worn in school, unless expressly permitted by a teacher or Administrator.

Any school within the District may decide to prohibit the wearing of shorts in the school setting. Parents and students will be notified of the institution or adoption of such a building-specific Policy.

1. Pants, shorts, and skorts must be secure and worn no lower than the hip. Low riding/sag style garments are not permitted. Pants must fit at the waist and crotch.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts, and slits in skirts must extend to the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type are not permitted.

#### Offensive Dress

Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they:

1. Have sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocate violence, hate, intolerance, or racism.

3. Advertise and/or promote the use of tobacco, alcohol, and/or drugs.
4. Have double-meaning wording, obscene language, or sends an “anti-snitch” message.
5. Are disrespectful.
6. Suggest gang affiliation or activities.

A tattoo must be covered if it:

1. Has sexually suggestive writing/pictures, including the Playboy symbol, the word “Hustler”, or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocates violence, hate, intolerance or racism.
3. Advertises and/or promotes the use of tobacco, alcohol and/or drugs.
4. Has double-meaning wording, obscene language, or sends an “anti-snitch” message.
5. Is disrespectful.
6. Suggests gang affiliation or activities.

#### Footwear

1. Some sort of shoe or footwear must be worn at all times.
2. Any shoe or footwear that poses a safety hazard is not permitted.

#### Jewelry

Spiked jewelry, chains, and/or any jewelry that could be deemed unlawful, harmful or be considered disruptive to the academic process, suggest gang affiliation, or cause injury and/or constitute a safety hazard to the student or others are not permitted.

#### Headwear

Headwear, including hats, caps, bandanas, kerchiefs, sunglasses, visors, and/or sweatbands are not permitted to be worn in school.

#### Health And Hygiene

1. Any apparel that is judged to be unhealthy and/or unsanitary (e.g., clothing is dirty and/or gives off a foul odor) is not permitted.

2. Each student is expected to maintain good personal hygiene.

#### Disciplinary Consequences

Students violating this Policy shall be subject to the minimum disciplinary consequences as outlined in the disciplinary charts included in this Code of Student Conduct:

*Students who fail to wear their current District issued photo identification badge shall be served lunch after all other students in their lunch period, who have required photo identification, in order to expedite the serving checkout process.*

Students violating these rules in a manner considered to be gang-related can also be in violation of the rules regarding Gangs and receive applicable consequences.

If possible, the student may exchange restricted clothing for clothing provided by the school.

A Dress Code is a dynamic document. Students and parent(s) shall be notified of any change in Policy. Solutions to situations not specifically covered herein are the responsibility of building-level Administrators.

Appropriate decisions will be made based on the Board Policy. Students and parent(s) are expected to exercise careful judgment in the selection of appropriate attire for school.

### DRIVING AND PARKING (Secondary)

Motor vehicles may be driven to and from school by 12th and 11th grade students in high school in accordance with District rules and provided that such students have followed established procedures and obtained the required permit. Students who are licensed drivers may apply for a parking permit from the Principal to drive licensed motor vehicles, ~~other than motorcycles and mini-bikes~~ onto school grounds and park in designated areas.

The use of mini-bikes, motorcycles, skateboards, rollerblades, or snowmobiles are prohibited on school property.

The District is not responsible for privately-owned motor vehicles, ~~motorcycles, mini-bikes~~ or bicycles which are lost, stolen or damaged and for theft or vandalism of their contents.

Parking permits are available only to 11th or 12th grade High School students, student possessing a driver's license. The privilege of student driving will be extended to students on a first-come, first-served basis, beginning with seniors. The high school registration of a Motor Vehicle Form must be completed, including required information. All students must present a valid driver's license, state vehicle registration card and insurance card at the time of registration, along with the make, model and license plate number of the car.

Each student who registers his/her particular vehicle will be asked to pay for parking tags. **Students who fail to display this tag will run the risk of disciplinary consequences which will include a documented verbal warning for the first offense and a \$5 per-day school issued District parking summons for each additional offense.** Permits will not be issued to students who have outstanding **FINES OR OBLIGATIONS**.

All students parking on school property shall adhere to the following rules and regulations, and failure to do so may result in revocation of parking privileges and/or other discipline:

1. Parking permits may not be shared and are not transferable.
2. Parking tags must be displayed **on the lower right-side windshield of the vehicle.**
3. All vehicles driven to school by students must be parked in the designated parking/space lot unless otherwise directed by Administration. Parking is permitted only in spaces provided.
4. Students who park on the school's property not designated for student parking are subject to the Trespass Laws of the State of Pennsylvania and possible disciplinary consequences, which could include the vehicle being towed at the owner's expense.
5. Cars are not to be moved during the day unless permission is obtained from an Administrator.
6. Students are expected to report to school on time. Any student driver who is chronically tardy, absent, or cutting classes may have their driving privilege revoked.
7. Any indication of unsafe, reckless or discourteous driving may result in suspension and/or revocation of driving privileges.
8. Speed limits, as posted and other driving laws of the State of Pennsylvania are in effect. NOTE: The speed limit in parking lots and driveways is 10 MPH.
9. Sitting in cars is not permitted during school hours for any reason, especially to smoke. Students must exit vehicles, lock their vehicles, and enter the building upon arrival at school.
10. The parking lot is off limits to students during the school day.
11. No student is permitted to leave school during school hours unless permission is granted from by the Principal.
12. Student must report lost or stolen permits as soon as possible to the High School office.
13. Parking off school property, illegally, may result in actions taken by private property owners and/or possible citation or arrest for violation of PA Motor Vehicle Code.

Proper use and operation of a motor vehicle is a most serious responsibility. Therefore, all rules are expected to be obeyed and will be strictly enforced. Any violation of the applicable rules may result in the loss of the privilege of driving to school and possible arrest for violations of the PA Motor Vehicle Code.

## DRUG AWARENESS

Chemical abuse and dependency impair the ability of individuals to develop their full potential. Problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and District goals. These rules are based on the belief that chemical dependency may be life threatening or life altering in an adverse way, that drug use is illegal and that treatment options may be appropriate to pursue.

For purposes of this section, the following definitions shall apply:

1. **Assessment** – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment can be done at the agency or at school.
2. **Confiscation** – The search for and/or seizure of any drug/alcohol or mood-altering substance by school employees.
3. **Cooperative Behavior** – The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
4. **Distributing** – Delivering, selling, passing, sharing, or giving any alcohol, drug or mood-altering substance, as defined below, from one person to another to aid therein.
5. **Drug/Alcohol and Mood Altering-Substance** – Any alcohol or malt beverage, and drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, liquor, marijuana, hashish, chemical solvents, glue, “look alike” substances, and any capsule or pill not registered with the school nurse, annotated within the student’s health record and then given in accordance with the District’s Policy for the administration of medication to students in school.
6. **Drug Paraphernalia** – Any utensil or item which, in the school’s reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
7. **Possession** – The act of holding on one’s person or among one’s possessions, or under one’s control, without any attempt to distribute any alcohol, drug, or mood-altering substance.

8. **School Property** – Includes buildings, facilities, and grounds on the school campus, any facility used for a school function, school bus stop, school parking areas, and routes traveled to and from school by any means.
9. **School-Sponsored Activity** – Any activity which District has approved, either during or after school hours.
10. **S.A.F.E. Team** – A multi-disciplinary team (MDT) composed of school personnel, teachers, Administrators, nurse, and counselors, which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services.
11. **Uncooperative Behavior** – Resistance or refusal, either verbal, physical or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

**Prohibitions:**

1. Students are prohibited from using, possessing, distributing or being under the influence of any controlled substance or alcohol at school, at school functions, during school hours while on school property, on school busses or other school conveyances and when traveling to and from school or school functions.
2. Students are prohibited from refusing to cooperate with or taking a drug or alcohol test when required by the District.
3. The use of anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances by all students is prohibited, except for legitimate medical purposes when prescribed by a physician for legitimate medical purposes. Body building and/or muscle enhancement is not considered to be a legitimate medical purpose.

**Consequences and Discipline:**

If any student is found to be in violation of this Policy, the student may be required to participate in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs, in addition to any discipline that may be taken against the student. However, no student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and/or parent.



Incidents of possession, use, distribution, and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools and other governmental body as is required.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school Principal who will ensure that all appropriate means of action and services are implemented.

In addition to any other applicable disciplinary consequence, the following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from participating in school athletics.

## ELECTRONIC DEVICES

*See, Articles and Devices Prohibited On School Grounds; Cell Phones, above*

## **FINANCIAL RESPONSIBILITY AND LIABILITY**

Students and parents shall be responsible for the financial losses or damage caused by their acts or omissions in accordance with applicable law.

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## FINES AND OBLIGATIONS

Fines may be levied on students and/or their parents as needed to cover the cost of a student's excessive use of or physical damage to District real or personal property or loss of District property. Obligations are any debt owed to the school by a student for a variety of reasons, such as unpaid cafeteria charges or fees, library fines, lost or damaged textbooks and/or athletic equipment. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in banning students from participation in school activities, and non-participation in High School graduation activities. All overdue fines and obligations will be turned over to the District Magistrate.

Any student or other person found committing the following may be subject to appropriate fines and criminal sanctions:

1. Desecrating school buildings, structures, grounds, or other property of the District.
2. Breaking into a school building.
3. Gaining entry to a school building or property by trick or deception or secretly remaining in the building.
4. Knowingly remaining on school property that is posted or who is given notice of trespass and refuses to leave.
5. Trespassing on school properties.

### FIELD TRIPS, CLASS TRIPS (INCLUDING THE SENIOR CLASS TRIP), AND ATHLETIC OR CO-CURRICULAR TRIPS ("School Trips")

Rules: The following rules apply to students attending a School Trip:

1. All rules applicable to student conduct and behavior at school apply during the trip.
2. In addition to all other applicable rules applicable to student conduct and behavior, the following additional rules apply with respect to the trip:
  - a. Students are responsible for all class work missed while attending trips.
  - b. Students must have written parental permission to attend a trip.
  - c. Students participating in a trip must return a permission form to the teacher prior to the date of the trip. Parental permission is required for student-athletes if an overnight stay is part of the trip. The return of the signed permission slip signifies an obligation on the part of the student to meet all responsibilities connected with the trip.
  - d. No student shall be permitted to transport him/herself and/or any other student to or from the site of a trip, unless the student has received express and specific permission from the Principal. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own.
  - e. Teachers must never send a student home alone, even for disciplinary reasons, and no student may go home alone or leave the trip, even if allowed by the Teacher.

Field and class trips constitute an important part of the academic program, and the District recognizes the value of class trips in enhancing and enriching the school experience. Many departments engage in field and class trips as a means of enriching the curriculum and providing students with experiences that go beyond the classroom. The following criteria have been established as a basis for student participation on all field and class trips.

Field and class trips must be approved by the Principal and the Assistant Superintendent for Curriculum and Instruction. The staff member requesting the field trip will provide detailed information regarding the purpose of the field trip, its connection to the curriculum and the expected outcomes for students, and a statement of procedures to be followed by staff members prior to and during all trips.

Participation in field trips and class trips is not a right and may be denied to any students who have demonstrated disregard for the policies and rules of the District or the school.

#### Parent Responsibilities:

Parent(s) desiring to take their children home before a field trip ends must submit a note to the teacher of such arrangements in advance of the trip. The District assumes no liability for students who are, for any reason, transported by parents in private cars.

When field trips are scheduled on Saturdays, departing before school hours, or returning after school hours parents are responsible for transportation to and/or from school. In these cases, punctuality is most important.

Parent chaperones are expected to involve themselves in all activities occurring as part of the field trip. To focus their attention to the field trip program, parent(s) are asked not to bring any children with them that are not part of the group eligible to participate in the trip. Parents must refrain from smoking during the entire field trip.

#### Eligibility to Participate In Field Trips and Class Trips:

Student participation in field and class trips is based on the following criteria:

~~Academic eligibility— Students may be required to maintain a “C” or 2.0 average, dependent upon established trip guidelines.~~

1. Students must have no significant attendance problem. Any student ~~who has missed more than 10% of the days in the marking period prior to the trip or~~ who has accumulated more than three unexcused absences may be ineligible for field and class trips.
2. To participate in field and class trips students must meet behavior standards. Any student who accumulates a total of three (3) or more in-school and/or out-of-school suspensions and/or any school bus suspensions may be ineligible for field and class trips. Teachers are required to consult student discipline records prior to any trip.
3. For all after school trips, the student must report to school prior to 11:00 AM in order to participate in the trip.

~~4. Exceptions to these criteria would be considered if the field or class trip is part of the curriculum or if permission is granted by the Principal.~~

#### School Planning:

Field trips must be well planned and supervised. A ratio of ten (10) students per chaperone is required for every trip. All field trips shall have a minimum of two (2) chaperones. The Principal can increase the number of chaperones allowed or required. Teachers and chaperones must not schedule any unsupervised time for students and must supervise students at all times during the trip. Approval by the Principal must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the Principal on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.

#### Medical or Health Conditions:

When a student otherwise eligible to participate in a trip has a medical condition for which accommodations are needed in order to participate in the trip, accommodations as may be required in applicable law shall be provided. If a student has a Service Agreement in accordance with Section 504 of the Rehabilitation Act and Chapter 15 of the Regulations of the State Board of Education, 22 Pa.Code, Chapter 15, the accommodations are services stated in the Service Agreement for trips, if any, must be fulfilled. If a student has an IEP under the Individuals with Disabilities Education Act (“IDEA”) and Chapter 14 of the Regulations of the State Board of Education, 22 Pa.Code, Chapter 14, that contains specially designed instruction (“SDI”) or related services that must be provided during a trip, if any, the SDI and/or related services stated must be provided. If a student is not covered by a Service Agreement or an IEP, but has a medical condition that does not constitute a disability as defined in applicable law that must be addressed during the trip, the an appropriate staff member, school nurse, health room assistant, and/or designee should accompany such a field trip if the District determines that there is a sufficient medical need as prescribed by proper medical documentation. Such a determination should be made in consultation with the school nurse, classroom teacher, any applicable supervisor, and the Principal.

Ultimately, the Principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled field trip.
2. If a school nurse, health room assistant and/or other designee is to accompany a field trip, it is the responsibility of the staff member(s) in charge and school nurse, health room assistant and/or other designee to predetermine a location where the school nurse, health room assistant, and/or designee can be easily located in the event of an emergency and/or for medication administration.

3. Students who are capable of self-administering medication may do so under the supervision of a staff member with written parental permission and a physician's written instructions prior to the field trip, or as stated in the applicable Service Agreement or IEP, if any.
4. Parent shall be informed in a timely manner, as per the District's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse.
5. A designated staff member will store any necessary medicate in a secure location.

See also, **Medication Section**, below.

## FIGHTING

Fighting is prohibited!

Any student who engages in fighting will be suspended from school, at a minimum. In cases when it is possible to determine the identity of the **aggressor**, a more severe penalty may be issued to that student. Aggressor is defined as the student who makes the initial physical contact.

Harassment is not an excuse to initiate physical contact. Both students will be suspended for fighting and may be issued citations for disorderly conduct.

## FIRE DRILLS – EMERGENCY EVACUATION

~~Fire drills/emergency evacuations are conducted at regular intervals as required by law and are an important safety precaution. Building evacuation procedures have been posted in all classrooms. It is essential that when the first signal is given, all doors and windows must be closed when the room is vacated, and everyone must promptly clear the building by the prescribed route. During a fire drill there must be quiet and order. The object of the drill is not necessarily to see how quickly the building can be evacuated, but rather how orderly, completely, and efficiently. Teachers and pupils should at all times be alert for exits which have been blocked. In such an event, another prescribed exit for a group should be selected. Students are to follow the directions of their teacher, and attendance will be taken during all drills. Students are to remain with the teacher outside the building until a signal is given to return inside. Students are to stand silently in the class's assigned area. If a student is not with an assigned class when a fire alarm sounds, he/she is to go outside and report to the teacher of the nearest class and remain with that teacher until direct otherwise.~~

~~In the event that a fire drill occurs during the change of classes at the secondary level, all students and staff shall report to the stadium area. Students are to report to the teacher of the class they had prior to the fire alarm. Attendance will be taken.~~

Student Rules of Conduct: In consideration of the foregoing, the following rules of conduct and behavior are imposed in addition to all of the rules that are applicable in school:

1. Students must follow directions of the Principal, teacher or other adult in charge.
2. Students must remain silent, unless complying with the directions of an adult.
3. Students shall evacuate the building as directed.
4. Students shall not return to the building until directed to do so.
5. Students must be in the proper area.

## FLAG SALUTE, PLEDGE OF ALLEGIANCE AND OPENING EXERCISES

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Each school day, students will salute the flag and/or recite the Pledge of Allegiance or the National Anthem during opening exercises. However, a student may refuse to recite the Pledge of Allegiance or National Anthem or salute the flag as allowed under applicable law. A student who declines to participate in these opening exercises shall stand quietly and respect the rights and interests of classmates who do wish to participate. Opening exercises may also include a brief period of silent prayer or meditation, a period of silence, appropriate music and/or prose or poetry. Silent prayer or meditation shall not be conducted as a religious service or exercise.

## FOOD ALLERGIES; GENERALLY

**Note:** For serious or life threatening allergies, *see*, ALLERGIES, SERIOUS, *above*. For Allergies that are life threatening as defined above, the rules and Policy in the above section applies. For other allergies, the rules in this section apply.

Any student having a food allergy will be required to have a Food Allergy Action Plan completed by his/her physician/parent and placed on file in the school nurse's office.

A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year, and updated as needed. Lists will be distributed to each Principal and staff in each building.

**Food allergy** can be defined as an allergic reaction that occurs when the immune system responds defensively to a specific food protein when ingested. **Food intolerance** can be defined as an adverse reaction to food that does not involve the immune system and therefore differs from a food allergy.

Foods brought into the school by parent(s)/students, during school hours, to be shared among students, must follow the guidelines for the designated building, must be purchased in stores, and must contain complete ingredient declaration.

All staff members, including food service personnel, custodians, and school bus drivers, will have training including symptom awareness and what to do if a reaction occurs.

### School Guidelines for Food Allergy Program

#### Guidelines for School Staff:

1. Parent(s) of food allergy or food intolerant students will complete a Food Allergy Action Plan with their physician and will provide evidence thereof to be maintained in the student's school records.
2. Classroom staff will be informed of any students within their class that have a food allergy or food intolerance.
3. Confidentiality will be maintained at all times.
4. Staff will be knowledgeable of the food allergies or food intolerance, be able to recognize symptoms, and know what to do in an emergency.
5. A suggested snack list will be sent home to each parent (Elementary School ONLY), with the emphasis that this is just a suggestion and that labels still need to be read for any ingredients that need to be avoided.
6. Avoid cross contamination. Be sure students wash their hands with soap and water after eating/handling.
7. Work with the food allergy or food intolerant student to not accept food from anyone, except a staff member. The "no trading" of food in the cafeteria Policy will be enforced.
8. Review lesson plans that involve food, making sure supplies are non-allergenic.
9. Keep information about each food-allergic or intolerant student, including the student's name, in your class roster/substitute folder so that substitute teachers will be aware.
10. Review plans for field trips and plan ahead how to handle eating situations.
11. The school nurse will work with classroom teachers to plan for field trips, instructing the teacher on emergency medication for students with food allergies.

#### Responsibilities of Students with Allergies:

1. Students will not trade food with others.
2. Students should not eat anything with unknown ingredients or know to contain any allergen.
3. Students should be proactive in the care and management of their food allergies or intolerances and reactions.
4. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

#### Parent Responsibility:

1. Parents will inform the school of any food allergy or intolerance.
2. Parent(s) will have a physician complete a Food Allergy Action Plan before the start of school or upon enrollment.

3. Parent(s) will provide the school with any medication needed for the treatment of an allergic reaction.
4. Parent(s) will inform the school of any changes in allergy or medications.

## FREE AND REDUCED PRICED SCHOOL MEALS

Free/reduced priced school meals are available to students from households that meet Federal Income Guidelines. Forms outlining this program are sent home with students at the start of every school year and at registration.

## FUNDRAISING

For purposes of these rules, fundraising is any event designed or intended to generate revenue. Student fundraising is the solicitation and collection of money by students for an expressly authorized school-sponsored or student activity, and shall include the collection of money by students for donations or in exchange for tickets, papers, advertising or any other goods or services. Collection of money by approved school organizations may be permitted by the Principal. Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent and/or designee. Fundraising activities must have the prior approval of the Superintendent and/or designee. The Superintendent and/or designee shall consider the merits of each application and base approval or rejection on these merits. The Superintendent and/or designee may refuse to approve the type of fundraising or the items to be sold, may require contact to be made with a representative of the firm or manufacturer of the items to be sold, and/or may require additional financial documentation to be submitted.

### Fundraising Procedure:

1. All students must have signed parent permission forms to engage in solicitation. Students in grades K-5 must have signed parent permission forms prior to beginning any fundraising activity including assembly presentations.
2. The application form of this Policy must be completed and provided to the school Principal at least thirty (30) days prior to the initiation of any requested fundraising activity.
3. The Principal shall approve or deny each application no later than 1 week prior to the beginning of the proposed activity

No student may collect money in school, on school property or at any school-sponsored event for his/her personal benefit or for a fundraiser not sponsored by the District or the school. Door-to-door fundraisers may not be used by any student organization or group. Fundraisers shall not interfere with the educational program of the District.



School groups that involve students in fundraising activities shall review appropriate safety considerations with fundraiser participants prior to the activity. There shall be a minimum of at least one (1) chaperone for every ten (10) students participating in a fundraising activity, for that activity to be approved.

Fundraising activities may not involve tobacco products, alcohol, potentially dangerous items, or any other items which are contrary to the health, safety, and well-being of children.

## GANGS

Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process.

Under authority in the School Code, the District will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, or which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For the purposes this Policy, the term “gang” means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

“Gang Activity” Defined: The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the District, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the District’s educational programs. “Gang activity” is, therefore, strictly prohibited.

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of: bodily injury or physical harm; substantially disrupting the school’s education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Any student charged with gang activities or affiliations may be required to sign a negotiated Gang/Behavior Plan Contract between the student, parent and Administrator before s/he will be allowed to return to the school s/he attends.

Principals shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parent(s).
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parent(s) will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parent(s) are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions:
  - a. Gang membership activities:
    - i. Minimum: Short-term suspension.
    - ii. Maximum: Expulsion.
  - b. Claimed gang membership for the purpose of intimidation:
    - i. Minimum: Short-term suspension.
    - ii. Maximum: Expulsion.
7. Any student suspended for gang activities and/or affiliation is required as appropriate to sign a negotiated Gang/Behavior Plan Contract between the student, parent and Administrator before the student will be re-admitted to school upon serving the assigned disciplinary consequence.
8. Building Administrators have the authority to reduce a long-term suspension to a shorter duration provided the building Administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations

The Principal shall ensure that students are offered membership in authorized school groups and activities as an alternative to at risk students.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the Superintendent will involve and inform the police in each of the

communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The District will further immediately involve parents, courts and such other agencies, as is appropriate, to abolish gang activities and promote prevention and intervention programs.

This Policy is to be interpreted and applied by the District Administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

## HALL PASSES

To maintain the best possible atmosphere in the school, unnecessary hall traffic must be kept to an absolute minimum. If students need to be in the hallway during class time, they must secure a pass from a classroom teacher or Principal. Students using a hall pass should report directly to the destination written on the pass. When traveling in the hallway during class time, students should expect teachers and/or Administrators to ask to see the pass.

### High School

For lavatory use when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. For all other errands when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. No hall passes may be issued the first twenty minutes of block one and the last twenty minutes of block four except for extreme emergencies. There will be no group passes. Each individual student must carry his/her own pass. Chronic abuse of hall passes will result in the student receiving a disciplinary consequence.

## HAZING

All forms of hazing are prohibited at all times.

The purpose of these rules is to maintain a safe, positive environment for students that is free from hazing. Hazing activities of any type are inconsistent with the education goals of District. Each student is responsible for respecting the rights of his/her fellow students and to ensure a school atmosphere free from all forms of hazing.

The term "hazing" includes any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in any organization operating under the sanction of District or as recognized as an organization by District. **Endanger the physical health** shall include but are not limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. **Endanger the mental health** shall include any

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

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Willing participation in hazing activities is strictly prohibited, and those students identified as willing participants may be subjected to disciplinary consequences.

When a student believes that he/she has suffered hazing, or when a student witnesses hazing, the student should immediately inform the perpetrator that his/her behavior is unwelcome, offensive or inappropriate, and the student is encouraged to report such incident promptly to the Principal or guidance counselor. The District shall investigate promptly all complaints of hazing and will administer appropriate discipline to any individual who violates this Policy. Students, Administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the Principal.

#### Complaint Procedure

1. Students who believe they have been victims of hazing or who have witnessed hazing should promptly report such incidents, orally or in writing, to the Principal, who shall inform the student of his/her rights and the complaint process.
2. If a counselor or other staff member receives a complaint of hazing, or witnesses hazing, he or she must immediately report that complaint to the Principal.
3. The Principal shall immediately notify the Superintendent and shall conduct a timely, impartial, thorough, comprehensive, and investigation of the alleged hazing.
4. In determining whether the alleged conduct constitutes hazing, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
5. The Principal shall prepare a written report summarizing his/her investigation and recommending a disposition of the complaint.
6. If the investigation substantiates a charge of hazing, the District shall take prompt corrective action to ensure that the hazing ceases, including but not limited to disciplinary action, educational activities, and/or counseling services. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

## Appeal Procedure

If the student complaining of or student accused of the unlawful hazing is dissatisfied with the Principal's decision, the student and/or his/her parent(s) may file a written appeal with the Superintendent. The Superintendent shall review the initial investigation and report and may also conduct an additional investigation, and shall prepare a written response to the appeal. Copies of this report will be provided to the person making the complaint, the accused, and others directly involved, as appropriate.

No reprisals, discipline or retaliation shall occur as a result of a good faith charge of hazing.

## ID CARDS

Each student shall be provided with an identification (ID) card on an annual basis. At the High School level, this card shall be worn and displayed on a lanyard by the student at all times during the school day (unless issued a temporary sticker) and must be presented upon request when attending any school-sponsored event. Lanyards will be provided and available. The card remains the property of the school, must not be defaced and must be surrendered, upon request, to any high school staff member.

An ID card may be required for the following:

- Admittance to school events (dances, athletics, etc.)
- Admittance to the library and checkout of materials
- Food Services
- Lavatory use
- Bus admittance
- Senior Release
- As specifically directed by a District official

*~~ID Consequences — Students will report to the main office:~~*

- ~~1<sup>st</sup> offense: receive their back up id, notation in the "id binder", be asked to return the back up id at the end of the day to the main office, and receive a documented verbal warning on a referral.~~
- ~~2<sup>nd</sup> offense: same as 1<sup>st</sup> offense~~
- ~~3<sup>rd</sup> offense: same as 1<sup>st</sup> offense, and assigned an after school detention~~
- ~~4<sup>th</sup> offense: same as 1<sup>st</sup> offense, and assigned two days of after school detention/parent intervention~~
- ~~5<sup>th</sup> offense: same as 1<sup>st</sup> offense, and assigned a one day ISS, parent intervention and exclusion from attendance and participation in extra-curricular activities~~
- ~~6<sup>th</sup> offense: same as 1<sup>st</sup> offense, and assigned a one day ISS, parent intervention, exclusion from attendance and participation in extra-curricular activities and behavior plan contract.~~

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## INTERNET AND COMPUTER USE

See, **Computer and Internet Use and Prohibitions**, above.

## INTERSCHOLASTIC ATHLETIC PROGRAM REQUIREMENTS

The District recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all District students and as a conduit for community involvement. For purposes of this Policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games, or events involving individual students or teams of students when such events occur between schools within the District or outside this District. It shall be the Policy of the District to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations. The District shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this District, properly safeguard both players and spectators and are kept free from hazardous conditions.

The District shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be in good physical condition; and be free of injury, as determined by the District physician.

The District directs that no student may participate in interscholastic athletics that has not:

1. Met the requirements for academic eligibility;
2. Attended school regularly;
3. Been in attendance on the day of the athletic event or practice; and
4. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.

All students participating in interscholastic athletics shall follow any and all standards established by the Administration or required by the Board. In addition to District's rules contained in the section entitled "**Co-Curricular Code of Conduct**," above, the following rules are in effect and apply to student athletes. The District adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association ("P.I.A.A."). The consequences imposed under these P.I.A.A. requirements are in addition to and supplement those consequences that may be imposed under this Code.

The District, along with the majority of the public schools in Pennsylvania, is a member of the P.I.A.A. For those students participating in District-sponsored athletic teams, the P.I.A.A. requires the following:

1. Students are discouraged from participating on an outside sport team while a member of a District Team. Student-athletes are reminded that they may not participate in the same sport during the same season as an individual or as a member of the team outside the school program (P.I.A.A., Section 1A). Students must inform the District head coach of their involvement with outside sports when the "outside" season coincides with the District team's season. District athletes are waived for participation in out of school sports teams through the

Principal's annual letter to P.I.A.A., Article VIII, Section I-A of their by-laws. Athletes shall be required to strictly adhere to the individual team rules and regulations of their particular District sports team.

~~2. Each student must have a physical examination before he/she will be permitted to participate in any interscholastic sport. New guidelines have been added to the Athletic Handbook (Section 4 CIPPE Form). The physical examination form (Section 6) requires that a licensed physician of medicine evaluate the student athlete before the first sports season of the particular year in which the student athlete chooses to participate and, should the athlete remain injury free, parents would only be required to fill out Section 7 of this packet to be eligible to participate in subsequent sports during that school year (June 1st through May 31st), without a second (or third) physical examination. (Should the student athlete sustain an injury, the student athlete must then be re-examined by a licensed physician of medicine, who must fill out Section 8 of the CIPPE packet.) School athletic physical dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic physical exam form and a P.I.A.A. card completed by the family physician. This information must be submitted before a student is allowed to practice and/or participate. Participation in interscholastic athletics requires the student's passing a pre-season physical examination. Home education students will be allowed to receive an athletic physical exam if and when such exams are available to students enrolled in the District. All students must have a physical exam no more than six (6) weeks prior to participation in a sport. All exams may be done by a private physician if the parent chooses. However, times are scheduled by the school for the exams if not done privately. School exams are done by the school physician at no expense to the parent.~~

2. Each student-athlete who desires to participate in ESASD Athletics is required to submit the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) paperwork prior to the start of the season. This paperwork includes personal and emergency information, a certification of parent/guardian, an understanding of risk of concussion and traumatic brain injury, an understanding of sudden cardiac arrest symptoms and warning signs, a health history, and a comprehensive initial pre-participation physical evaluation and certification of authorized medical examiner form. Additionally, the ESASD Athletic Department requires completion of the athletics/activities consent/emergency card and provides parents/guardians with information on concussions and MRSA. All form must be completed and signed by the appropriate parties before a student-athlete will be eligible for the start of a season.

The athletic department will establish dates, times, and locations for school-sponsored physical exams prior to the beginning of each athletic team season. Student-athletes will not be permitted to receive a school-sponsored physical unless the designated CIPPE form has been completed and signed by the student-athlete and his/her parent(s)/guardian(s). While the physical examinations will be given FREE OF CHARGE, a \$10.00 deposit is required to schedule the appointment. Upon arrival for the scheduled appointment, the \$10.00 deposit is returned.

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If a student-athlete misses the school-sponsored exams, he/she may get an exam from a doctor of their choice at their own expense; the doctor must complete the PIAA CIPPE form – NO EXCEPTIONS. It is the responsibility of the student-athlete to arrange for their own physical should he/she miss the school-sponsored exams.

CIPPE forms can be picked up in any secondary building athletic office and accessed from the Athletic webpage under the Resource tab by clicking on Sport Physical Packets.

3. The parent must sign a permission form for the student to participate in any sport.
4. Each coach is responsible for knowing and informing team members and parents of school and P.I.A.A. regulations and to enforce those rules in an appropriate manner.
5. Parents of athletic team members are responsible for informing the Principal, athletic director and/or the head coach of a pending or actual violation of these rules and regulations.
6. A student-athlete is required to attend all practices unless excused by the coach or Principal. If an emergency arises making it necessary for a student to leave school and the coach is not available, the student may leave a message in the office for the coach. If, for any reason, the student is to be excused from any particular practice, a written request from the parent is to be presented to the coach. Each coach has a specific practice time – student who is late, without a teacher’s excuse, may be required to~~will~~ make up the time after practice. Participants will be excused for assistance in schoolwork. Any lateness caused by discipline may be required to~~must~~ be made up after practice.
7. Any participant who has left the squad other than for an emergency, physical reason or grades shall not be permitted to return. Any participant in a school sport should realize the importance of attending each practice and game. When a participant leaves the team for any reason, except in an emergency, his/her position will permanently be filled. After the season has begun, no athlete may quit one sport and try out for another without mutual consent of both coaches.
8. A display of unsportsmanlike conduct toward an opponent or official or the use of profanity during a practice or contest will result in counseling by the head coach and/or the Principal with penalties or discipline to be determined according to the degree of the infraction. Profanity of any type directed at anyone will be cause of immediate removal from the playing area. This includes group cheers that are of a less-than-desirable nature. Insults directed at either opponents or officials will also lead to expulsion from the playing area.
9. Consistent with the concept that interscholastic athletics are a part of the educational system and consistent with the established goals of health, safety, and sportsmanship, the following guidelines for “New” Season and “Out-of-Season” regulations are set forth:



- a. The basic responsibility of Administrators and athletic coaches is to provide students who are participating in interscholastic athletics with a worthwhile educational experience.
  - b. All sports have a defined season and no sport shall operate to the detriment of any other sport.
  - c. The student shall have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the P.I.A.A. and District.
  - d. All P.I.A.A. member schools must comply with the defined season for each sport. Within each defined season, member schools may sponsor sports teams that compete against other member schools which follow all P.I.A.A. policies, rules and regulations. Outside of the defined season for sports, member schools may be involved with sports activities such as training programs, recreational activities, "Open Gym", and clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students be as private citizens and is voluntary as described below. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during time "Out-of-Season" as described below.
10. Any sports activity that occurs outside of the sport's regularly scheduled season does not fall within the jurisdiction of P.I.A.A. except as set forth in the immediately preceding paragraph and as follows:
- a. The coach and other personnel representing the school shall not require an athlete to participate in a sport or training program for a sport outside of the P.I.A.A.'s defined sport's season. The participation of students in any sport activity that occurs outside of its defined season must be voluntary.
  - b. In order to maintain eligibility to represent a member school in football: a student shall not participate in organized contact football camps, clinics, drill practices, games, scrimmages or similar contact activities outside of the P.I.A.A. defined football season.
  - c. The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname, and interscholastic athletic uniforms may not be used by students; however, the Principal may permit students to use the school's interscholastic equipment and the school's interscholastic health/first-aid supplies. Additional rules and regulations from the head coach must be approved by the Principal and athletic director.
11. In any sports program, there will be a certain number of injuries, some serious, some minor. All students must immediately report all injuries to the coach so that proper care may be given.
12. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's physician or by the school's athletic trainer.

13. In some sports programs, mouth guards are mandatory; however, students in any sport may obtain a mouth guard from the athletic trainer.

14. Noisemakers and signs are not allowed in a gym during any athletic contest.

#### Athletic Pre-Season Requirements

~~As listed above, students who participate in the District's athletic programs are required by P.I.A.A. regulations to have a physical examination before participation.~~

~~**P.I.A.A. — Comprehensive — Initial — Pre-Participation — Physical — Examination — (CIPPE) paperwork** — This packet includes personal and emergency information, a parental permission form, health history, concussion policy, MRSA pamphlet and a physician's physical examination form. In the spring of 2012, the State of Pennsylvania passed legislation concerning Sudden Cardiac Death/Arrest in athletics. New guidelines have been added to the Athletic Handbook (Section 4 CIPPE Form). The physical examination form (Section 6) requires that a licensed physician of medicine evaluate the student athlete before the first sports season of the particular year in which the student athlete chooses to participate and, should the athlete remain injury-free, parents would only be required to fill out Section 7 of this packet to be eligible to participate in subsequent sports during that school year (June 1<sup>st</sup> through May 31<sup>st</sup>), without a second (or third) physical examination. (Should the student athlete sustain an injury, the student athlete must then be re-examined by a licensed physician of medicine, who must fill out Section 8 of the CIPPE packet.) School athletic physical dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic physical exam form and a P.I.A.A. card completed by the family physician. This information must be submitted before a student is allowed to practice and/or participate.~~

#### Athletic Awards

There will be only one (1) chenille letter awarded to a student for the entire year and only one (1) of its type to be awarded to the student throughout his/her high school career. The student who participates in a second or third year of competition on the same level and earns his/her varsity letter will be awarded a certificate indicating his/her accomplishments. All seniors who have been awarded a varsity letter in their senior year will be presented a plaque indicating their service to the athletic program. Certificates of athletic achievement will be awarded to participants in sports at the junior varsity and freshman levels.

#### Return of Athletic Equipment

~~All students who are issued athletic equipment must return this equipment to the head coach of the sport at the conclusion of the season. All obligations for the return of equipment must be met before being eligible to participate in any interscholastic activity in the future. The District shall take those steps necessary to ensure the return of all applicable athletic equipment.~~

Once a student-athlete is identified as a member of the team, he/she may be distributed equipment and/or uniforms for participation. At the completion of the season, the student-athlete

must return all equipment and/or uniforms issued by District as determined by the head coach before being eligible to participate in any interscholastic activity in the future. The student-athlete is responsible to return such equipment or make monetary restitution. Failure to do so may result in non-participation of High School graduation activities and/or in charges being filed with the appropriate District Magistrate.

### Student Athletes

The student-athlete represents his/her school both on and off the playing field or court. She/he is expected to model appropriate behavior at all times as well as to maintain appropriate academic standing.

No student may participate in the program of interscholastic extracurricular activities if s/he has not maintained a record of academic proficiency as per guidelines set forth by the P.I.A.A., when applicable, and is sufficient to insure that participation in interscholastic athletic activities will not interfere with his/her instructional program or his/her academic achievement. Additionally, all student athletes are expected to abide by the rules of conduct stated in this Code of conduct, athletic handbook and Board policies.

Participation in P.I.A.A. interscholastic extracurricular activities is dependent upon the student's maintaining an appropriate academic standing in his/her class work. Any student not passing (achieving an average of at least 65%) at least two (2) major (full credit) academic classes under an intensive or "block" scheduling format or at least four (4) major (full credit) academic classes under a traditional scheduling format will be declared ineligible for further participation until passing averages have been re-attained. Academic eligibility will be monitored on a weekly basis and checked on Fridays. For any student deemed academically ineligible, the ineligibility period will be in effect from the immediately following Sunday through the next Saturday, as determined on the immediately preceding Friday, except in cases whereby, at the conclusion of a marking period, the student has failed to meet academic eligibility requirements. That ineligibility period will last for fifteen (15) school days of the next grading period, unless any deficiencies have been corrected over the summer. The fifteen (15) school day ineligibility period, when applied to the end of the school year, uses final averages to determine eligibility.

Any student who has been deemed academically ineligible may be at practice only for the purpose of maintaining proper conditioning or the like. S/He may not participate in any team-oriented work, in skill work, in concerts/performances or in competition during the period of ineligibility.

Violations of school rules may result in disciplinary action that affects participation, and student-athletes shall adhere to the following:

STUDENT-ATHLETES WHO RECEIVE ANY TYPE OF SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING IN-SCHOOL SUSPENSION (ISS) WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION.

STUDENTS WHO ARE ASSIGNED DETENTION WILL SERVE DETENTION ON THE ASSIGNED DAY, REGARDLESS OF PRACTICE OR EVENT SCHEDULES. NO STUDENT, DURING THE TIME OF OUT-OF-SCHOOL SUSPENSION (OSS), MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY. AN OSS IS IN EFFECT ONCE A STUDENT HAS LEFT SCHOOL ON THE DAY THE SUSPENSION HAS BEEN IMPOSED, UNLESS OTHERWISE INDICATED. ANY STUDENT WHOSE PERIOD OF SUSPENSION SPANS A WEEKEND MAY NOT PARTICIPATE IN WEEKEND ATHLETIC CONTESTS, EVENTS, OR PRACTICES.

A charter or cyber charter school student may participate in the District's interscholastic athletic programs as long as the student is a resident of the District, the charter or cyber charter school does not provide the same interscholastic athletic program, and the student fulfills all requirements for participation in the program required for District students. The opportunity for such participation may be rescinded for good cause by the Superintendent.

A home education student may participate in the District's interscholastic athletics program as long as the student is a resident of the District and the student fulfills all requirements for participation in the activity required for District students. The privilege of participation in interscholastic athletics may be rescinded for good cause by the Superintendent.

#### Off-Campus Activities

This Policy shall also apply to student conduct that occurs off school property and would violate the applicable student Code of Conduct if:

1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the Administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the student Code of Conduct.
5. The conduct involves the theft or vandalism of school property.

#### Rules at Athletic Events

As members of the Mountain Valley Conference, the schools of District are firmly committed to the belief that athletic competition is a vital part of our educational program. The Mountain Valley Conference expects its member schools to exhibit only the highest standards of sportsmanship. To this end, all member schools have agreed that:

1. BOOKBAGS MAY BE SUBJECT TO SEARCH AT ATHLETIC EVENTS.
2. No alcoholic beverages or use thereof are permitted at any athletic contests.

3. Players, coaches, and fans are asked to refrain from use of foul, abusive, and/or abrasive language.
4. The throwing of objects onto the playing area is strictly prohibited.
5. Home and visiting spectators are asked to remain in designated areas.

In addition, the District has set forth specific guidelines for conduct at all sporting events as follows:

1. All fans are to keep off the gym floor during intermission.
2. No one will be allowed to leave the school building and return during a varsity contest. This will be allowed only before the game starts and during halftime.
3. Any kind of liquid refreshment must be consumed outside of the gym.
4. Anyone intoxicated or exhibiting behavior unbecoming a sports fan will be ejected from the playing area.
5. It is expected that all fans will extend every possible courtesy to our opponent, for example, remaining silent while an opponent's basketball player is attempting a foul shot.
6. According to P.I.A.A. guidelines, noisemakers and signs are not allowed in a gym during any athletic contest.
7. At any time that it becomes necessary due to lack of compliance with these rules by a large number of fans, the playing area will be cleared of spectators (without refund of admission price), and the contest will be concluded in closed session.
8. Anyone who is ejected from the gym/playing area due to lack of compliance with any of these rules will not be granted a refund.

### LOCKERS (Secondary Schools)

Each student at the secondary level will be assigned a hall locker and combination lock. Students are permitted to access their lockers at times designated by their school or teacher. Student lockers are equipped with a combination lock for security. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Students must present their ID when requesting information about their assigned locker.

**ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF DISTRICT, AND DISTRICT RETAINS POSSESSORY CONTROL. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS OR THE CONTENTS OF THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKERS AND THE CONTENTS OF LOCKERS AT ANY TIME. LOCKERS ARE SUBJECT TO GENERAL AND RANDOM SEARCHES BY AUTHORIZED SCHOOL PERSONNEL WITH OR WITHOUT THE ASSISTANCE OF POLICE PERSONNEL AND/OR A DRUG DETECTION DOG.**

Students are to keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or District regulations, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Students are discouraged from storing items of great value in lockers due to the potential for theft and vandalism. The school is not responsible for stolen items; students should refrain from leaving valuable items unattended in their lockers and keep their hall and gym lockers locked at all times.

Students are responsible for maintaining the condition of the locker issued to them and for reporting any problems to the office immediately. Students are encouraged to keep their assigned lockers clean and orderly. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage.

If a lock needs to be replaced, students must purchase a school lock in the amount of \$5 at the Main Office. Only school-issued locks are permitted on lockers. Personal locks will be removed.

## LUNCH/BREAKFAST PROGRAM – CAFETERIA RULES

The following rules apply in the cafeteria:

1. Report to assigned lunch period on time unless in possession of a signed pass. Failure to do so will be dealt with as a class cut.
2. Remain in the cafeteria. Students are not permitted in any other areas on outside of the school building. Students are not permitted to eat in any other area of the building without teacher or Principal permission.
3. When directed, line up inside the cafeteria for the food services lines.
4. Do not cut in line. Students observed “cutting the line” will be sent immediately to the rear of the line. Under no circumstances will any student, or group of students, be given preferential treatment unless an emergency situation exists, and it is permitted by Building Administration.
5. Display proper table manners.
6. Speak in a normal tone of voice. No shouting. During lunch and breakfast, quiet conversation will be permitted. Boisterousness and loudness will not be tolerated, and appropriate disciplinary action will be taken.
7. Do not throw food/objects. Throwing things is absolutely prohibited. The throwing of food/objects will be considered as a severe incident of student misconduct, and the student(s) involved will receive an out-of-school suspension.
8. After the completion of the meal, and when directed, place trays in the designated areas. Discard trash in the proper receptacles.

Students who do not obey cafeteria rules will be issued consequences or may be prohibited from eating with their peers in the cafeteria. In all matters regarding the conduct during the cafeteria lunch hours, the Principal may be consulted.

Students returning to class from the cafeteria are expected to be on time to class. Students are NOT allowed to purchase lunches nor deliver lunches to the teachers. Students may NOT have “fast food” delivered to the school. Students are not allowed to bring glass bottles into the school building before, during, or after school hours.

Students are given a Personal Identification Number (P.I.N.) number to access their accounts in the Computerized Debit System, which is used to purchase a lunch or breakfast meal. Parents may deposit money in their child’s account regardless of the child’s status: free, reduced, or full pay. Cash or personal checks are accepted before classes in the morning or before the first lunch period. Monies will be accepted in the lunch line during the serving times. Printed envelopes are available for your convenience and to insure monies are being credited to the student’s account for lunch or a la carte items. Students may only charge two lunches and two breakfast meals. After student exceed charges, students will receive a cheese sandwich or other alternate foodstuff and milk in place of a regular lunch.

## MEDICATION

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.

If possible, medications should not be given during school hours – medications should be administered at home, either before or after school hours. If this is not possible, the parent may request school staff to administer medication at the scheduled time. Every effort should be made by the parent and their physician to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student’s school day and maximizing his/her participation in the learning process.

In those instances where medication must be administered during school hours, the following rules will apply.

For purposes of this Policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from a physician and in accordance with this Policy. All requests shall be reviewed by the school nurse.

**Non-prescription medication** will be dispensed to students in the health room by the school nurse, only if it is accompanied by an “Authorization for Medication During School Hours/School Activities” form. In the absence of this form, there must be a written order from

the physician and a note from the parent requesting administration of the medication. The medication must be in the original labeled package. All non-prescription medicine will be dispensed according to the recommended dosage on the package. Over the counter medication will only be dispensed by the school nurse for a 5-day period.

**Prescription medication** will be dispensed to students in the health room by the school nurse only if it is accompanied by an “Authorization for Medication During School Hours/School Activities” form. In the absence of this form, there must be a written order from the physician and a note from the parent requesting administration of the medication. The prescription medication must be in the original pharmacy bottle with a label that includes the student’s name, physician’s name, date, drug name, dose and directions for use.

**Asthma Inhaler/Epinephrine Auto-Injector:** Any student who wishes to carry an asthma inhaler or epinephrine auto-injector must submit a properly completed “Authorization to Carry/Self-Administer Prescribed Medication” form to the school nurse. In addition, the student must demonstrate the capability for self-administration and for responsible behavior in the use thereof and to notify the school nurse immediately following each use. Determination of competency for self-administration shall be based on age, cognitive function, maturity and demonstration of responsible behavior. Abuse or misuse and/or failure to follow any District Policy or related to the use of such may lead to confiscation, a loss of privilege to carry, and appropriate disciplinary consequences.

**Discipline:** Students possessing or using prescription or non-prescription medication outside the health room may be in violation of District’s Drug Awareness Policy and may be subject to discipline and police intervention.

An “Authorization for Medication During School Hours/School Activities” form must be completed by the physician and signed by the parent before medication can be given in school or at school-related activities. In the absence of this form, there must be a written order from the physician and a note from the parent requesting administration of the medication. The school nurse may accept a verbal order from the student’s physician only in a life threatening situation.

The “Authorization for Medication during School Hours/School Activities” form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication, dosage, time schedule and duration.
5. Special conditions to observe.
6. Physician’s signature, address and phone number (fax number, if possible).
7. Signature of parent.

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the physician or pharmacy).
2. Parents are requested to bring all medication to school.



3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator.
4. Unused medications are to be picked up by the parent no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
5. The school nurse has primary responsibility for the administration of medication including:
  - a. Reporting to physician and/or parent.
  - b. Conferring with the physician and/or parent.
  - c. Informing, when appropriate, school staff regarding a student's medication requirements.
  - d. Administering and recording of medication data.
6. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the signature of the person administering the medication.
7. The nurse may refuse to administer any type of medication. The parent will be notified of this action.
8. In the absence of the school nurse, the Principal is responsible for the administration of medication.
9. If it is necessary to administer emergency medication, the school nurse can administer only those medications for which the chief school physician or individual student's physician has authorized standing or emergency orders.
10. Parents are responsible for informing the school nurse of any change in the health and/or medication of students. When changes occur, the parent must return a new medication order form to the nurse. Medication, including over-the-counter medications, will be administered only upon written order from the physician.
11. All medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a physician's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
12. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the school nurse will be considered to be in violation of the District's controlled substances Policy and will be subject to the disciplinary action as set forth therein.
13. The District will incur NO liability for the use of unauthorized drugs or medications.
14. This Policy is in effect for all District sponsored activities and field trips.

The "Field Trip Medication Administration Form" must be completed by parent when a staff member is responsible for medication administration to a student during a field trip or other District sponsored activity.

In cases where the parent requests that their child be permitted to carry/self-administer medication as per the order of the physician, the medication must be in a properly labeled pharmacy container and the parent must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent must also acknowledge that District has no legal responsibility to ensure that the medication is taken or when the above-

named student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.

## **OFFENSIVE CURRICULAR MATERIAL**

Nothing in this Code is intended to prohibit curriculum related instruction or assignments. If, however, any student or parent is offended by any instruction or assignments, the student or parent may invoke the complaint and appeal processes set forth in this Code.

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## **PHYSICAL EDUCATION**

1. Physical Education is required for all students.
2. Students are required to change and participate in class for daily credit.
3. Each student is required to wear clothes that are appropriate for co-ed physical activity and are other than what the individual wore to school. Appropriate clothes include: tee shirt, shorts, sweat shirt, sweatpants, warm-ups and sneakers with non-marking soles. Students are expected to dress appropriately for gym class, which may include outdoor activities. Students are encouraged to monitor the weather to determine appropriate dress.
4. Students must report to the locker room before the bell. Punctuality to class is imperative. Being late to class three (3) times will result in disciplinary consequences and could impact a student's participation grade.
5. For the safety of the student and others, jewelry shall be removed or appropriately covered prior to participating in PE class. All jewelry should be placed in a secure area.
6. Some tattoos, body piercing and/or hair treatments may prevent participation in class.
7. Parent notes will be accepted only once per marking period. Only notes by a physician will be accepted thereafter. Extended excused absences from the regular physical education program places a student in the adaptive physical education program.
8. Students who do not participate in class may not bring any book bags or schoolwork to class.

## **PLAYGROUND RULES**

These general rules apply to any school that has playground areas and equipment available for student use.

1. **Stay off equipment if it is wet;**
2. Do not jump off the equipment – use the stairs and ladders;
3. Do not touch moving children or equipment;
4. Leave the mulch on the ground;
5. Use the equipment only as it was intended to be used;
6. Behave in a considerate, courteous manner, and follow all school rules;
7. Use only appropriate language;
8. No running or chasing on the equipment and mulched area;
9. Look before sliding down the fire pole;
10. Keep balls out of the equipment area;
11. Wait for people to finish before starting out on monkey bars, slides, balance beam, etc.;

12. Stay in line and wait your turn patiently at the equipment;
13. Go down slides only feet first, on bottoms and no climbing up the slides;
14. Do only chin ups on the bars; and
15. Monkey bars are for hanging, not climbing.

Rough play is not permitted – no tackle football, wrestling, snowball throwing or “pretend fighting”. Team sports such as kickball, baseball, jump rope, and basketball are acceptable playground activities. However, if students’ health and safety become a concern, certain contact sports or activities will be prohibited. No student may leave the play area without permission from an aide or teacher. Any disrespect involving an aide or teacher will not be tolerated. Students must line up immediately when signaled. Students who violate these rules will sit out of recess and may face additional consequences.

## POSTERS AND SIGNS

Prohibitions: The following prohibitions apply to posters and signs:

1. Posters, signs and banners related to school-sponsored activities are not to be placed in any school without first receiving permission from the Principal.
2. Posters, signs and banners must not be posted on the glass doors restricting vision and creating a safety hazard.
3. Posters, signs and banners not related to school-sponsored activities and programs must be pre-approved by the Superintendent’s Office. All non-school-related posters, signs and banners must include the District’s disclaimer.

Generally, the District does not endorse or advertise any non-school related organizations or events. Students wishing to post information about activities or events unrelated to the District or school must comply with the Policy regarding distribution of such items, which can be found under **STUDENT EXPRESSION**.

## PROM

One of the highlights of the school year is the Prom. It is held off campus and is a formal affair. This is a school-sponsored activity, and all participating individuals are subject to all school regulations.

In order to participate in the Prom, all students must meet discipline and attendance standards:

1. No more than six (6) days of internal and/or out of school suspension throughout the entire school year.
2. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the Principal or his/her designee can grant these exceptions.
3. No more than nine (9) unexcused tardies to school and/or to class in either semester.

4. Student obligations from previous ESASD school years must be fulfilled prior to permission being granted to attend the prom.

All Prom guests must be between the ages of 14 to 20 years of age, with the exception of an East Stroudsburg Area School District student who may be 21 years of age. Guests must be enrolled in grade 9 or above.

East Stroudsburg Area School District students who attend an alternative placement setting or are on homebound instruction for disciplinary reasons will not be permitted to attend the Prom as either a student or a guest.

Students and/or guests who display inappropriate behavior will be removed from the Prom. Appropriate disciplinary action will be taken as soon as school reconvenes.

At High School South and North, only seniors and their guests, who meet eligibility requirements, may attend.

### RECESS (Elementary)

During the school day, weather permitting, students may have outdoor, supervised recess.

Students are responsible to:

- Conduct themselves in a considerate, courteous manner, and follow all school rules
- Come to school dressed accordingly so that he/she may participate in indoor and outdoor activities.

Team sports such as kickball, baseball, jump rope, and basketball are acceptable playground activities. However, if students' health and safety become a concern, certain contact sports or activities will be prohibited.

During inclement weather or when the playground is unsuitable for play, children may have recess indoors.

Students may be excluded from recess for incomplete homework, incomplete assignments or disciplinary infractions. Students who are assigned recess detention are supervised.

### SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles in certain circumstances and may seize any illegal or unauthorized materials discovered during the search. School officials have the right to conduct searches of student lockers, school property, student possessions, student vehicles and their persons in accordance with applicable law.

Searches by the Administration may include utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

*Reasonable Suspicion* – Reasonable suspicion may arise when one (1) or more of the following circumstances are present:

1. Heightened concern as to dangerous and/or illegal activity within the school setting such as:
  - a. Information received from unnamed students, teachers, family members.
  - b. Observations of suspicious or secretive behavior from students and teachers.
  - c. Suspicious activity by students, such as passing small packages between themselves in the hallways.
  - d. Call(s) from concerned parents.
  - e. Observation of a student being in possession of a large amount of money.
  - f. Observation of increased use of Electronic Communication Devices by a student.
  - g. Observance of a student exhibiting physical signs of substance or alcohol use.
  - h. Ongoing problems regarding the use, distribution, possession, and/or sale of controlled substances, the illegal possession of weapons or incendiary/explosive devices, other potentially dangerous or disruptive items, and/or disciplinary problems dealing with same.
  - i. Other reasons (the aforementioned list not all-inclusive and not limited to the above; other reasons may be considered).
2. Information is received pertaining to the possession of controlled substances, weapons, incendiary/explosive devices, other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of the students, and the school.
3. Information is received indicating controlled substances, weapons, incendiary/explosive devices; other potentially dangerous or disruptive items are being transferred or sold within the school setting.

*Canine Searches* – Canine searches are searches involving the use of trained dogs to search property. General inspections of school property with trained dogs may be conducted upon authorization of the Superintendent. Such searches shall normally be conducted after school hours unless the Superintendent determines that a search during school hours is necessary to protect the health, safety, and welfare of those in the school setting. Approved searches of school property by trained dogs shall be made only by certifiably trained dogs and trained handlers under the supervision of school officials. During a search using dogs, students and teachers shall be segregated from the search area, and the dogs shall not come into contact with students and staff unless a clear and present danger has been established or if a proper search warrant has been secured from a proper legal agent. Only appropriate law enforcement agents and/or school officials shall participate in searches of the school.

*Personal Searches* – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult

witness of the same sex present. Strip searches of students by DISTRICT personnel are prohibited.

*Locker, Desk or Cubbie Searches* – All lockers, desks and cubbies (collectively referred to as “locker”) are and shall remain the property of District, and students shall not have an expectation of privacy in these locations. Employees may inspect a student’s locker at any time for the purpose of determining whether it is being improperly used for the storage of contraband, illegally possessed substances or objects, or any material that poses a hazard to the safety and order of the schools. Except in an emergency situation, reasonable steps shall be taken to ensure that the student whose locker is to be searched is notified and given an opportunity to be present during the search. However, the student’s consent and/or the student’s presence is not required for the search. Where school officials have a reasonable suspicion that the locker contains controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of those in the school setting and/or the setting itself, the student’s locker may be searched without prior warning. Whenever the search of a student’s locker is prompted by the reasonable suspicion that the contents of the locker create an emergency, the Principal may open the locker as soon as it is necessary to do so to discharge his/her duty to protect the persons and property in the school. The Principal has sole authority to order the search, shall be present whenever a student locker is inspected, shall be responsible for the safe-keeping and handling of any substance, object or material found to be improperly stored in a student’s locker, and for the prompt written recording of each locker inspection, including the reason for the search, persons present, items found and their disposition. If a locker search request is made by a law enforcement officer, the Principal shall comply with the request only upon presentation of a search warrant or upon the intelligent and voluntary consent of the student.

*Motor Vehicle Searches* – Students are permitted to park on school premises as a matter of privilege, not of right. District may conduct patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that controlled substances, alcohol, weapons, look-a-like weapons, incendiary/explosive devices, and other potentially dangerous or disruptive items is/are in the possession of a student and/or is/are being concealed by a student. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

*Computer and Electronic Storage Devices* – Students have no expectation of privacy while using school technology devices and/or network. Periodic general inspections of computers and electronic storage devices may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. **See Computer and Internet Use and Prohibitions.**

A student’s failure to permit searches and seizures as provided above will be considered grounds for disciplinary action. Any illegal or contraband materials shall be turned over by the Principal or his/her designee to the proper legal authorities for ultimate disposal.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Cell Phones/Smart Phones/ Internet Phones/I-Pods/Tablets and similar devices—A search of the device may be conducted whenever there is reasonable suspicion that the device may contain evidence of a violation of this Code or reasonable suspicion that the device may contain contraband. The device may be confiscated as appropriate and in accordance with applicable law.

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## SEXUAL CONDUCT

Students shall not engage in any sexual act(s) at school, at any school event or activity, on school district property, on a school district vehicle, or coming to or going from school.

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## SEXUAL HARASSMENT

See, **Unlawful Harassment & Intimidation, Sexual Harassment**, below

## STUDENT DISCIPLINE

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of District, to provide just punishment, to afford adequate defense to future violations, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the Board for resolution, the determination of the level of discipline shall be made solely by the appropriate Administrators and/or staff, taking into consideration the aforesaid purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant. Race, sex, national origin, creed, and socio-economic status of the student shall not be considered in determining discipline. In the case of an exceptional student, the Administration, or the Board, as applicable, shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

Corporal punishment to discipline students for violations of District policies, rules, or regulations is strictly prohibited.

However, reasonable force may be used by teachers, Administrators and other school authorities under any of the following conditions: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for self-defense; or (4) for protection of persons or property.

## **Disciplinary Responses**

Discipline occurs at four (4) levels, each representing an escalation in the seriousness of the offense or violation. These levels are:

1. Classroom or Team Intervention
2. Building Administrative Intervention
3. District Administrative Intervention
4. Board Intervention (Board Hearing)

In addition, the School Police may be contacted depending upon the nature and seriousness of the offense or violation.

When students elect to disregard their responsibilities or to impinge upon the rights of others within the school community, corrective measures are in order. Three (3) levels of discipline are used: Consequence, Detention, and Exclusion.

### **Level 1: Consequence**

A consequence is the natural or logical result of breaking a classroom or school rule. Teacher-led disciplinary actions are most frequently of a consequential nature. However, Administrators or the Board may also impose consequences on a referred student. Consequences can include, but are not limited to: warnings, teacher/student discussion, time-out and/or isolation from other students, parent/teacher call or conference, or loss of student privilege (recess, activity, etc.).

### **Level 2: Detention**

Teachers and the Administration may assign detentions. The number of detentions can depend upon nature and/or frequency of the infraction and the previous disciplinary record of the student.

2.1 Teacher Detention: With the Administrator's approval, teachers may impose and conduct after-school detentions for classroom academic and social misbehaviors.

2.2 Detention Hall: Each secondary school maintains a Detention Hall for disciplinary actions handled by Administrators.

1. DETENTION MUST BE SERVED ON THE DAY FOR WHICH IT IS ASSIGNED.
2. Students may take a late bus, if available, or will be required to arrange for their own transportation home.
3. All students, who are required to stay after school to make up time or work, will be given at least 24-hour notice so they may make arrangements for transportation.
4. Failure to report for a detention ~~can~~ result in an in-school suspension (ISS) unless excused or previously rescheduled. Repeated offenses will result in out-of-school suspension (OSS).



~~4. A student MUST attend a scheduled detention unless prior administrative approval has been obtained.~~

~~5.~~

~~6-5.~~ Students who are absent from school on the day of an assigned detention must make up the detention on the day of their return to school. If there is a problem with this date, arrangements for alternate dates of make-up detentions must be made with the Assistant Principal on the day of the student's return to school. Failure to take detention upon return to school without prior approval ~~can~~ shall result in the disciplinary actions outlined above in item number 4.

~~7-6.~~ Detentions take precedence over any clubs or activities, including athletics. Work and school activities are not acceptable excuses for not reporting to detention.

~~8-7.~~ A student serving detention MUST report on time and MUST have school work to do. Sleeping or "loafing" will not be tolerated and will result in additional disciplinary consequences as set-outlined in the disciplinary charts included in this Code of Student Conduct.

~~9-8.~~ No food or drink is allowed in the detention room.

### Level 3: Exclusion

Exclusion represents the most severe disciplinary action of the District and will be imposed without due process. Exclusion removes the student from the classroom and revokes all of his or her school and social privileges during the period of the exclusion. Exclusion from school may take the form of in-school suspension ("ISS"), out-of-school suspension ("OSS"), or expulsion. District Administrators and the Board have the right to impose and use any combination of school exclusions necessary to address the misconduct. Students have the responsibility to complete work missed during their exclusion.

IT IS THE RESPONSIBILITY OF A STUDENT WHO HAS BEEN SUSPENDED TO OBTAIN WORK MISSED. HE/SHE WILL BE ALLOWED THE SAME NUMBER OF SCHOOL DAYS IN WHICH TO COMPLETE THE CLASSWORK, EXAMINATIONS AND OTHER MISSED ASSIGNMENTS, AS THE NUMBER OF SCHOOL DAYS FOR WHICH HE/SHE WAS UNDER SUSPENSION. IF SCHOOL IS CLOSED FOR INCLEMENT WEATHER OR OTHER EMERGENCY THE DAY OF THE ASSIGNED SUSPENSION, THE STUDENT'S SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL DAY.

**STUDENTS WHO RECEIVE ANY TYPE OF SUSPENSION (ISS or OSS) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING ISS WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION. NO STUDENT, DURING THE TIME OF OSS, MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY.**

Any student whose period of suspension spans a weekend may not participate in weekend extracurricular contests, events or practices.

3.1 ISS. In-school suspension is the removal of a student from his/her scheduled classes and placement in a supervised study area for up to the full school day. In-school suspensions may be imposed by the Principal, other Administrators in charge of the building, or members of the Central Administration. No student may be suspended until the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Prior notice, however, is not required where it is clear that the health, safety, or welfare of the school population is threatened. The parent of the student shall be informed of the action taken by the school. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing the Principal shall be offered to the student and parent. Such hearing shall take place prior to the eleventh day of the in-school suspension. The informal hearing shall follow the due process requirements set forth in 3.2.

Students receiving ISS will report to the ISS room promptly at the beginning of homeroom each day of their assigned suspension. The ISS monitor will take attendance. Students will be required to remain in the ISS room until dismissal. The only legitimate excuse for a student not reporting to, or being dismissed from ISS, will be determined by a building Administrator. Students may carry their lunch on days of suspension or order lunch from the cafeteria. Lunch orders will be taken by the ISS monitor.

1. Students absent from school during any of the days assigned to ISS will report to the ISS room immediately upon their return to school.
2. Failure to report to ISS without prior administrative approval will result in out-of school suspension.
3. Students who are tardy to school on days of assigned suspensions must still report to ISS after signing in at the designated sign-in area.
4. Students are instructed to bring all their textbooks and a pencil and paper to the ISS room immediately. It is the responsibility of the student to obtain work from his/her teachers prior to the assigned suspension. Assignments will be provided by their assigned teacher. These assignments will be returned to the respective teacher by the ISS teacher the next day the student is in class. Only school-approved materials will be permitted in the room. Students will be provided with additional instructional material if time permits. Students will receive the appropriate credit for work completed in the ISS room.
5. No talking or other form of communicating is allowed in the ISS room except when the student is addressed by a staff member. Students are required to be courteous and cooperative at all times. Disruptions will not be tolerated.
6. Students cannot leave the room for any reason unless they are escorted by the nurse, a counselor, a security officer, or an Administrator. Each student will be given lavatory privileges in the morning and in the afternoon for five (5) minutes duration. Lavatories closest to the ISS room must be used. This means no loitering in the halls. Students may not use lavatories during the change of classes. Students will be escorted to and from the lavatories by the ISS monitor.
7. Students are responsible for the condition of their work area(s). No forms of vandalism and/or graffiti will be tolerated.
8. No sleeping or putting heads on desks is allowed.
9. No gum chewing is allowed.

10. No eating or drinking is allowed until the designated lunch time. Students may bring their own lunch (including drink) to school or purchase a lunch from the school cafeteria. No glass bottles are allowed in the ISS room.

11. Students may not leave their seats unless permission is granted by the monitor.

~~ANY ISS OR BUS INFRACTIONS OCCURING DURING THE LAST MONTH/ WEEK OF SCHOOL MAY BE CARRIED OVER TO THE NEXT SCHOOL YEAR.~~

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION. STUDENTS RECEIVING EXTERNAL SUSPENSION FOR VIOLATING ANY OF THE ABOVE REGULATIONS MAY NEED TO RE-SERVE THEIR IN-SCHOOL SUSPENSION.

3.2 OSS: 10 days or less. Out-of-school suspension is removal of a student from school for a period of one (1) to ten (10) consecutive school days. The Principal, other Administrators in charge of the building, or members of the Central Administration may assign OSS to a student and shall immediately notify the parent and the Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. Suspensions may not be made to run consecutive beyond the ten (10)-school day period.

When the out-of-school suspension exceeds 3 school days, the student and the student's parent will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension is imposed, and the District shall offer to hold it within the first five (5) days of the suspension. Informal hearings under this provision shall be conducted by the Principal. Delay of the informal hearing shall not operate to delay return to school. The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. The following due process requirements are to be observed in regard to the informal hearing: (a) notification of the reasons for the suspension shall be given in writing to the parent(s)/guardian and to the student; (b) sufficient notice of the time and place of the informal hearing shall be given to the parent(s)/guardian and to the student; (c) the student has the right to question any witnesses present at the informal hearing; (d) the student has the right to speak and produce witnesses on his/her own behalf.

3.3 Expulsion: Exceeding 10 days. Expulsion is exclusion out-of-school by the Board for a period exceeding ten (10) consecutive school days, and may be permanent expulsion from the District for any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board, and upon action taken by a majority vote of the Board after the hearing.

A formal hearing shall be required in all expulsion actions, unless an agreement to expel a student has been properly entered into or a written waiver of the hearing has been executed by the parent and student.

The following due process requirements shall be observed with regard to the formal hearing. The Student and the parent(s) of a student subject to expulsion shall receive notification of the charges against the student by certified mail. At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion Policy contained herein and the hearing procedures shall be included with the hearing notice, along with notification that legal counsel may represent the student at the hearing. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. If the student requests that the hearing be rescheduled, this request must be in writing to the Superintendent and must include the reason for the request. The hearing shall be held in private unless the student or student's parent(s) requests a public hearing. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent(s) attend the hearing. The student has the right to be presented with the names of witnesses against the student, and copies of the written statements and affidavits of those witnesses. The student has the right to request that the witnesses against the student appear in person and answer questions or be cross-examined. The student has the right to testify and present witnesses on his own behalf. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The formal hearing shall be held within fifteen (15) school days of the date of the notification of charges, unless another date is mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible: (i) laboratory reports are needed from law enforcement agencies; (ii) evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act, 20 U.S.C.A. §§ 1400 *et seq.* ("IDEA"); or (iii) in cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim. If, after the formal hearing, the student is expelled by the Board, the Superintendent shall provide the student with the Board's expulsion decision and notice of the student's right to appeal the results of the hearing.

During the period between the end of the student's suspension and the hearing and decision of the Board, the student shall be placed in his normal class; except, if it is determined after an informal hearing that the student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days. A student may not be excluded from school for longer than fifteen (15) school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Any student under seventeen (17) years of age who is expelled has forfeited his or her right to an education in the schools of District, but has not been excused from compliance with compulsory attendance statutes. Parents or guardians of expelled students under 17 years of age shall provide the expelled students with an education, through placement in another school, tutorial,

correspondence study or another educational program approved by the Superintendent. Within 30 days of the date of expulsion, parents or guardians of expelled students under 17 years of age shall submit to the Superintendent written evidence that the required education is being provided to the student or a written letter indicating that they are unable to provide the required education. If the parents or guardians are unable to provide the required education, District shall then make provisions for the student's education within ten (10) days of receipt of the parents' or guardians' notification. If the parents fail to provide or continue to provide the approved educational program, the District may take action in accordance with 42 Pa.C.S. Chapter 63 to ensure that the child will receive a proper education. A student with a disability shall be provided educational services as required by IDEA, or other applicable law.

The following provisions are guidelines for disciplinary action, and are not intended to be all-inclusive. Other disciplinary responses for violations can be found throughout this Code. The severity and frequency of the offense(s), combination of offenses, repetitious nature of the offense, as well as the age and maturity of the student, dictate and/or influence the Administrator's choice of disciplinary action. District Administrators shall exercise discretion in making judgments regarding specific behavioral problems, whether addressed in the Code or not, unless prohibited by applicable law. Disciplinary actions may be used independently or in combination. When appropriate or required by law, local law enforcement authorities, the State Police, the District Attorney, the County Department of Children, Youth, and Family Services and/or another appropriate agency will be notified.

CONSEQUENCES FOR INFRACTIONS OCCURING AT THE END OF ANY SCHOOL YEAR MAY CARRY OVER TO THE BEGINNING OF THE NEXT SCHOOL YEAR.

## ESASD Code of Student Conduct (Grades K-12)

Level I Expected Behavior	Level I Infractions	Disciplinary Actions for Infraction of Code of Student Conduct
<p><b>Students will:</b></p> <ol style="list-style-type: none"> <li>1. Arrive on time <u>and not accumulate unexcused tardies.</u></li> <li>2. Come prepared and actively engage in tasks.</li> <li>3. <u>Respect others' right to learn.</u></li> <li><del>2-4.</del> <u>Respect school property and be responsible for District-issued material.</u></li> <li><del>3-5.</del> Dress appropriately as defined in the Code of Student Conduct.</li> <li>6. Eat and drink only in designated areas during the scheduled time.</li> <li>4-7. <u>Wear ID Badges on a lanyard during the school day and present upon request when attending any school-sponsored event. (High School only.)</u></li> <li><del>5-8.</del> Refrain from excessive public displays of affection.</li> <li><del>6-9.</del> Refrain from bringing to school objects not required for the student learning day or that distracts from the learning environment.</li> <li>7-10. Refrain inappropriate use of communication devices, while on school property (including school buses) and/or while a student is engaged in a school-sponsored activity, is prohibited.</li> <li><del>8-11.</del> Refrain from violating rules regarding student expression/ distribution and posting of materials.</li> <li>9-12. This is only a listing of some of the expected behaviors and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ol>	<ul style="list-style-type: none"> <li>• Classroom Disruption</li> <li>• Unprepared for Class</li> <li>• <u>Late or Tardy to Class</u></li> <li>• <u>Dress Code Violation*</u></li> <li>• <u>ID Badge Violation</u></li> <li>• Excessive Display/Public Affection</li> <li>• Inappropriate Article/Prohibited Item</li> <li>• Violation of Student Expression/ Distribution and Posting of Materials</li> <li>• This is only a listing of some Level I Infractions and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ul>	<p><b>Grades Kindergarten-Grade 5:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Verbal warning/discussion of inappropriate behavior</li> <li>• <i>2<sup>nd</sup> Offense:</i> Documented warning/discussion of inappropriate behavior and parent contact within 24 hours, in addition to parent notification form</li> <li>• <i>3<sup>rd</sup> Offense:</i> Teacher interventions including, but not limited to, conference with student, parent contact within 24 hours and/or conference with parent, in addition to parent notification form, conference with guidance staff, student detention(s) lunch/recess, modified instructional programming, specially-designed assignment, behavior <u>planecontract</u>, denial of privileges</li> <li>• <i>4<sup>th</sup> Offense:</i> Referral to Administrator for parent contact, detention, but not limited to, lunch detention and/or recess detention</li> <li>• <i>5<sup>th</sup> Offense:</i> See Level II-3<sup>rd</sup> Offense disciplinary action</li> </ul> <p><b>Grades 6-12:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Documented verbal warning/class consequence</li> <li>• <i>2<sup>nd</sup> Offense:</i> After school detention.</li> <li>• <i>3<sup>rd</sup> Offense:</i> 2 After school detentions</li> <li>• <i>4<sup>th</sup> Offense:</i> Referral to Administrator for parent contact, internal suspension</li> <li>• <i>5<sup>th</sup> Offense:</i> See Level II-3<sup>rd</sup> Offense disciplinary action</li> </ul> <p><i>*Change of attire will be required for all dress code violations.</i></p> <p><i>Violations may carry a loss of privileges as well.</i></p> <p><i>Students who receive any type of suspension will be prohibited from attending and/or participating in after-school activities for the duration of their suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detention. No student, during the time of an external suspension will be permitted on school grounds.</i></p>

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## ESASD Code of Student Conduct (Grades K-12)—cont. pg.2

Level II Expected Behavior	Level II Infractions	Disciplinary Actions for Infraction of Code of Student Conduct
<p><b>Students will:</b></p> <ol style="list-style-type: none"> <li>1. Follow the Code of Student Conduct by displaying respect toward all members of the school community in the classroom, hallways, cafeteria, lavatory, school buses, during assemblies and on school-sponsored trips and/or activities.</li> <li><del>2. Respect others' right to learn.</del></li> <li><del>3. Respect school property and be responsible for District-issued material.</del></li> <li><del>4. Arrive to school at the designated time and not accumulate unexcused tardies.</del></li> <li>5.2. Attend all classes and obtain a pass when leaving the classroom, proceeding directly to the designated area without any unauthorized stops. Students are expected to return in a timely manner.</li> <li>6.3. Remain in the building during the school day and not leave the premises without parental and administrative approval.</li> <li>7.4. Use appropriate language at all times. Profanity, vulgarity and/or profane gestures will not be tolerated.</li> <li>8.5. Refrain from propelling any type of projectiles.</li> <li>9.6. Not encourage physical fighting or verbal altercations.</li> <li>10.7. Conduct oneself in a safe manner by keeping hands, feet and all body parts and possessions to themselves.</li> <li>11.8. Demonstrate honest behavior and conduct oneself in a cooperative manner. This shall include refraining from gambling, forgery, cheating and plagiarism.</li> <li>12.9. Not participate in non-school related solicitation/sales/buying.</li> <li>13.10. Refrain from repeated violations of Level I Expected Behaviors.</li> <li>14.11. This is only a listing of some of the expected behaviors and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ol>	<ul style="list-style-type: none"> <li>• <del>Disrespect to Staff/School<sup>4</sup></del></li> <li>• Inappropriate Expression/Action<sup>4</sup></li> <li>• Inappropriate Care of School Property<sup>4</sup></li> <li>• Late/Tardy to Class</li> <li>• <del>Class Cut</del></li> <li>• <u>Detention Cut</u></li> <li>• Abuse of Pass/Loitering</li> <li>• Use of Profanity/Profane Gestures<sup>4</sup></li> <li>• Propelling Projectiles<sup>4</sup></li> <li>• Encouraging/Instigating Physical Fighting<sup>4</sup></li> <li>• Verbal Altercation<sup>4</sup></li> <li>• Inappropriate Behavior<sup>4</sup></li> <li>• Gambling</li> <li>• Forgery</li> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Solicitation</li> <li>• This is only a listing of some Level II Infractions and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ul> <p><sup>4</sup>Incidents occurring on district buses shall also carry consequences as outlined in this Code of Conduct under the "Bus Rules and Regulations" section on page 25.</p>	<p><b>Grades Kindergarten-Grade 5:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Teacher interventions including, but not limited to, conference with student, parent contact within 24 hours and/or conference with parent, in addition to parent notification form, conference with guidance staff, student detention(s) lunch/recess, modified instructional programming, specially-designed assignment, behavior <del>plan</del><del>contract</del>, denial of privileges</li> <li>• <i>2<sup>nd</sup> Offense:</i> Referral to Administrator for parent contact, detention, but not limited to, lunch detention and/or recess detention</li> <li>• <i>3<sup>rd</sup> Offense:</i> Referral to Administrator for parent contact, multiple detentions, but not limited to, lunch detentions and/or recess detentions</li> <li>• <i>4<sup>th</sup> Offense:</i> Referral to Administrator for parent contact, after-school detentions</li> <li>• <i>5<sup>th</sup> Offense:</i> See Level III-3<sup>rd</sup> Offense disciplinary action</li> </ul> <p><b>Grades 6-12:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Referral to Administrator for parent contact, internal suspension</li> <li>• <i>2<sup>nd</sup> Offense:</i> Referral to Administrator for parent contact, multiple internal suspensions</li> <li>• <i>3<sup>rd</sup> Offense:</i> Referral letter mailed to parent, external suspension</li> <li>• <i>4<sup>th</sup> Offense:</i> Referral letter mailed to parent and/or guidance referral, multiple external suspensions</li> <li>• <i>5<sup>th</sup> Offense:</i> See Level III-3<sup>rd</sup> Offense disciplinary action</li> </ul> <p><i>Violations may carry a loss of privileges as well.</i></p> <p><i>Students who receive any type of suspension will be prohibited from attending and/or participating in after-school activities for the duration of their suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detention. No student, during the time of an external suspension will be permitted on school grounds.</i></p>

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## ESASD Code of Student Conduct (Grades K-12)—cont. pg. 3

<u>Level III Expected Behavior</u>	<u>Level III Infractions</u>	<u>Disciplinary Actions for Infraction of Code of Student Conduct</u>
<p><b>Students will:</b></p> <ol style="list-style-type: none"> <li>1. Utilize appropriate strategies when dealing with a conflict such as reporting the issue to an adult. Students will not engage in any verbal, physical aggression and/or unlawful gestures or acts.</li> <li>2. Demonstrate responsibility by attending all assigned internal suspension classes and complying with teacher directives.</li> <li>3. Comply with teacher/ administrative directives.</li> <li>4. Demonstrate responsibility to the school community by not creating hazardous situations or possessing matches and/or lighters.</li> <li>5. Refrain from repeated violations of Level I or Level II expected behaviors.</li> <li>6. This is only a listing of some of the expected behaviors and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ol>	<ul style="list-style-type: none"> <li>• Physical Aggression</li> <li>• Unlawful Gestures or Acts</li> <li>• <u>Insubordination</u></li> <li>• Inappropriate Article/Prohibited Item of a Dangerous Nature</li> <li>• This is only a listing of some Level III Infractions and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ul>	<p><b><u>Grades Kindergarten-Grade 5:</u></b> Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Referral to Administrator for parent contact, multiple detentions, but not limited to, lunch detentions and/or recess detentions</li> <li>• <i>2<sup>nd</sup> Offense:</i> Referral to Administrator for parent contact, multiple after-school detention(s)</li> <li>• <i>3<sup>rd</sup> Offense:</i> Referral to Administrator for parent contact, internal suspension</li> <li>• <i>4<sup>th</sup> Offense:</i> Referral to Administrator and letter mailed to parent, external suspension</li> <li>• <i>5<sup>th</sup> Offense:</i> See Level IV-1st Offense disciplinary action</li> </ul> <p><b><u>Grades 6-12:</u></b> Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Referral letter mailed to parent, external suspension</li> <li>• <i>2<sup>nd</sup> Offense:</i> Referral letter mailed to parent and/or guidance referral, multiple external suspensions</li> <li>• <i>3<sup>rd</sup> Offense:</i> Will include above disciplinary action, in addition to behavior <u>planecontract</u></li> <li>• <i>4<sup>th</sup> Offense:</i> See Level IV-<del>1<sup>st</sup></del><sup>2<sup>nd</sup></sup> Offense disciplinary action</li> </ul> <p><i>Violations may carry a loss of privileges as well.</i></p> <p><i>Students who receive any type of suspension will be prohibited from attending and/or participating in after-school activities for the duration of their suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detention. No student, during the time of an external suspension will be permitted on school grounds.</i></p>

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## ESASD Code of Student Conduct (Grades K-12)—cont. pg. 4

Level IV Expected Behavior	Level IV Infractions	Disciplinary Action for Infraction of Code of Student Conduct
<p><b>Students will:</b></p> <ol style="list-style-type: none"> <li>1. Students will not engage in any threats, fighting, reckless endangerment, assault and/or battery and disorderly conduct.</li> <li>2. Exhibit empathy by not engaging in the harassment of others ~ sexual, racial, verbal, physical, bullying and/or cyberbullying.</li> <li>3. Not engage in any type of sexual offenses, including pornography.</li> <li>4. Refrain from indecent exposure and/or lewd acts.</li> <li>5. Respect others' property by not committing acts of destruction, theft, possession, or sale of stolen property.</li> <li>6. Respect District and school property by not trespassing, committing acts of vandalism and/or arson.</li> <li>7. Respect school property by not initiating bomb threats and/or false fire alarms.</li> <li>8. Care for the health of self and others by not smoking/ possessing tobacco.</li> <li>9. Care for the health or self and others by not possessing, consuming and/or selling controlled substances, including OTC or look-alike drugs.</li> <li>10. Value the rights of others by not committing acts of extortion.</li> <li>11. Care about their community by not promoting and/or advocating gang activities or affiliations.</li> <li>12. Care for the safety of self and others by not possessing weapons including look-alike weapons.</li> <li>13. Comply with all federal, state, local and school District regulations.</li> <li>14. Refrain from repeated violations of Level I, Level II and/or Level III expected behaviors.</li> <li>15. This is only a listing of some of the expected behaviors and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ol>	<ul style="list-style-type: none"> <li>• Altercation and/or Fighting</li> <li>• Reckless Endangerment</li> <li>• Aggravated or Simple Assault</li> <li>• Disorderly Conduct</li> <li>• Harassment/Intimidation/Bullying/Cyberbullying</li> <li>• Sexual Harassment</li> <li>• Sexual Offenses</li> <li>• Racial/Ethnic Intimidation</li> <li>• Threatening Staff or Student</li> <li>• Robbery/Burglary/Theft</li> <li>• Arson/Vandalism</li> <li>• Trespassing</li> <li>• Bomb Threat</li> <li>• Threats/Terroristic Threats</li> <li>• Distribution/Possession/Use of Alcohol or Tobacco</li> <li>• <u>Electronic Cigarettes/Nicotine Patches</u></li> <li>• Possession of Controlled Substance</li> <li>• Extortion</li> <li>• Gang Policy Violation</li> <li>• Possession of Weapon</li> <li>• Possession of Knife</li> <li>• Possession of Other Weapon</li> <li>• Any other Unlawful Acts</li> <li>• This is only a listing of some Level IV Infractions and disciplinary actions for those students who violate the District's Code of Student Conduct and/or Board Policies: the list is not all-inclusive.</li> </ul>	<p><b>Grades Kindergarten-5:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Referral to Administrator and letter mailed to parent, multiple external suspensions</li> <li>• <i>2<sup>nd</sup> Offense:</i> Will include above disciplinary action, in addition to behavior <u>planeontract</u></li> </ul> <p><b>Grades 6-12:</b></p> <p>Discipline shall include any or all of the following:</p> <ul style="list-style-type: none"> <li>• <i>1<sup>st</sup> Offense:</i> Referral letter mailed to parent, multiple external suspensions</li> <li>• <i>2<sup>nd</sup> Offense:</i> Will include above disciplinary action, in addition to behavior <u>planeontract</u></li> </ul> <p><u>Furthermore, the following additional actions shall apply to offenses governed by the provisions of The Pennsylvania Public School Code, Article XIX-C, Disruptive Student Programs and/or the Pennsylvania Safe Schools and Possession of Weapons Act 26 of 1995, as amended: Depending on the level of the incident, may include the following:</u></p> <ul style="list-style-type: none"> <li>• <i>Assignment to an alternative educational setting</i></li> <li>• <i>Police Referral/Action for all unlawful offenses</i></li> <li>• <i>Expulsion</i></li> </ul> <p><i>Violations may carry a loss of privileges as well.</i></p> <p><i>Students who receive any type of suspension will be prohibited from attending and/or participating in after-school activities for the duration of their suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detention. No student, during the time of an external suspension will be permitted on school grounds.</i></p>

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## STUDENT EXPRESSION

Students have the general right, subject to numerous exceptions, to express themselves in verbal, written or symbolic representation or communication. Student expression that occurs while on school property during school hours or at school-sponsored events is fully governed by this Policy. In addition, off-campus or after hours expression is governed by this Code if the student expression involved constitutes unprotected student expression as defined in this Policy, and provided that the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

*Unprotected student expression.* Certain manifestations of student expression are not protected by the right of free expression. Such unprotected student expression includes, but is not limited to, that which:

1. Libels, slanders or defames any specific person or persons;
2. Violates the legal rights of any specific person or persons;
3. Constitutes unlawful sexual or racial harassment, unlawful racial intimidation, unlawful ethnic intimidation, unlawful intimidation based on nationality or any other legally protected characteristic;
4. Constitutes hazing;
5. Constitutes bullying or cyber bullying;
6. Violates, or encourages the violation of, federal, state, or municipal laws or School Board policies or District rules or regulations;
7. Advertises, promotes or announces the availability of any substance that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, including but not limited to tobacco products, alcoholic beverages or any other product or service not permitted to minors by law, or the use thereof;
8. Advertises, promotes or announces commercial products or services;
9. Is obscene, vulgar, indecent or pornographic;
10. Incites violence or advocates the use of force;
11. Terroristic threats;
12. Threatens immediate or serious harm to the school or welfare of the school community or to any individual;
13. Is likely to or materially or substantially interferes with school activities, school work, the educational process, or discipline and order of the schools. Examples of "material or substantial interference" include, but are not limited to, causing a student to be late to an activity, shortening the time of an activity, diverting the attention of a teacher or other school official from an activity, causing misbehavior, causing disregard for legal obligations, encouraging unlawful activity, or interfering with another's rights;
14. Solicits funds for non-school organizations or institutions when such solicitations have not been expressly approved by the school Board at a public meeting as documented in the minutes of the School Board;

15. Violates the District rules, regulations, or written procedures on time, place and manner for posting and distribution of otherwise protected expression.

Students who engage in unprotected expression are subject to discipline, including permanent expulsion.

#### **Distribution Of Non-School Materials At School**

*Non-school materials* are any printed or written materials meant for general distribution to others or for posting which are not prepared as part of the curricular or extracurricular program of District. This includes, but is not limited to, such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, or personal web sites. *Non-school materials* do not include school newspapers, school magazines, school yearbooks, other material funded by, sponsored by or authorized by the school, or any activity that is school or curriculum related and that is directed by a school official or teacher.

Students who wish to distribute or post *non-school materials* at school or on school grounds must first submit the materials to the Principal or his/her designee for approval at least one (1) week in advance of the desired distribution date or posting. The Principal shall forward a copy to the Superintendent. The material, as submitted, must bear the name of the sponsoring organization and the name of at least one individual who can be contacted immediately. All material must be approved by the Principal prior to the distribution. DISTRICT may require that a disclaimer be included on any materials to be displayed, posted, or distributed on school property prior to any display, posting, or distribution. Students will not be permitted to be absent from class to distribute materials.

If the non-school materials contain unprotected expression as stated in this Code, the Principal shall notify the students that they may not post or distribute the materials because the materials constitute a violation of this Policy.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board Policy and District regulations or procedures.

If notice of approval is not given during the period between submission and the time for the planned distribution or posting, provided the request has been in accordance with established Policy and procedure, students may proceed with the planned distribution or posting, provided they comply with rules, regulations, or procedures on time, place, and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this Policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Any student who violates the distribution Policy regarding *non-school materials* may be subject to discipline or who continues the manifestation of unprotected expression after a person in authority orders that they desist.

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them. Such materials shall be officially dated, and DISTRICT may remove the materials within ten (10) days of the posting or at another reasonable time.

### School Newspaper and Publications

School newspapers and publications shall conform to the following:

1. Students have a right to report the news and to editorialize within the provisions of this Policy.
2. School officials shall supervise student newspapers published with school equipment, and remove obscene or libelous material and edit materials that would materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.
3. School officials may not censor material simply because it is critical of the school or its Administration.
4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

## TERRORISTIC THREATS OR ACTS

The District recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of students, staff, and community. In a continuing effort to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors to the District, pursuant to the law, the Board acknowledges the need for an immediate and effective response to the situation involving such a threat or act.

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, visitor or school building.

A *terroristic threat* is: (1) a threat to commit any crime of violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of the public and District transportation or with the intent to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience; (2) the intentional communication, without factual basis or knowledge, of the existence or potential existence of a weapon of mass destruction; or (3) the intentional threat to place or set a weapon of mass destruction. A *terroristic act* is an offense against property or involving danger to another person. To *communicate* means to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex or similar transaction. A *weapon of mass destruction* is a bomb, biological agent, chemical agent or nuclear agent as those terms are defined by 18 Pa.C.S. § 2715.

Students must immediately inform the Principal about any information or knowledge relevant to a possible or actual terroristic threat or act. The school Principal shall immediately inform the Superintendent upon receiving a report of such a threat or act.

Where an investigation conducted by the Administration indicates a reasonable suspicion that the commission of such (an) act(s) has/may occur (red), the following guidelines shall be applied:

1. In an effort to preserve a safe school environment, the student involved in the commission of the threat/act may be requested to participate in a voluntary search by the school Principal, in the presence of a witness. Such a search could include the student's locker, clothing, book bag(s), vehicle, or other property. Should the student object to being searched, either verbally or physically, the school Principal will continue with the search out of the concern for the well-being and safety of the school population under the doctrine of *in loco parentis*.
2. The school Principal shall immediately suspend the student.
3. The student's parent is to be notified as soon as possible.
4. The school Principal shall promptly report the incident to the Superintendent.
5. The parent of any and all students involved in the incident should be notified.
6. Based on the results of the investigation, the Superintendent may report the student to law enforcement officials.
7. The Administrator will coordinate the informal hearing procedures that pertain to the investigation and charges, securing written statements that include witness statements and anecdotal records substantiating or refuting the charges.
8. The Administrator will cooperate with the Superintendent in the development of a public statement as well as determining the most effective method of informing school personnel, should there be such a need.
9. An informal hearing, if deemed necessary, shall be convened before the Superintendent, who may recommend expulsion of the student to the Board.
10. As is appropriate, the Administrator will assist in the informative and notification requirements for the informal hearing before the Superintendent and recommendation before the Board for expulsion or other disciplinary action in accordance with the Public School Code and Department of Education regulations or guidelines.

11. Any student who physically assaults a staff member during an investigation or otherwise will be immediately excluded from school and scheduled for an informal hearing.
12. An elementary school student (K-5) who is found to have violated this Policy shall be subject to disciplinary action up to and including expulsion from DISTRICT. The age of the student and the nature of the violation may be considered in determining appropriate disciplinary action.
13. If a student is expelled for making terroristic threats or committing terroristic acts, the Superintendent and/or Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to himself/herself or to others.
14. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.
15. In the case of exceptional students, District will take all steps necessary to comply with the applicable laws.

## TOBACCO USE

The District recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the schools.

For purposes of this Policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form (snuff, chewing tobacco, etc.). All staff members, parents, and other visitors are required to adhere to these rules set forth in this Code.

Students are prohibited from using or possessing tobacco at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District. In addition, students are prohibited from using or possessing tobacco at school sponsored activities that are held off school property.

The District may initiate prosecution of a student who possesses or uses tobacco in violation of this Policy.

Incidents of possession, use and sale of tobacco in violation of this Policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this Policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## UNLAWFUL HARASSMENT AND INTIMIDATION, SEXUAL HARASSMENT

The District strives to provide a safe, positive learning climate for its students. Therefore, harassment in any form is not tolerated by the District. Each student is responsible for respecting the rights of their fellow students and to ensure a school atmosphere free from all forms of unlawful harassment.

The term “harassment” includes slurs, jokes, verbal taunting or other written, graphic, verbal or physical conduct relating to an individual’s race, color, religion, ancestry, sexual orientation, national origin/ethnicity, gender, age, or handicap/disability when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance.
3. Otherwise adversely affects an individual’s learning opportunities.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

For purposes of this Policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term of condition of a student’s academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words describing an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Disability harassment consists of intimidation and/or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities from District programming through such things as verbal acts and name calling, non-verbal behavior - such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. A hostile

environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from District programming.

Examples of disability harassment include but are not limited to repeated remarks, negative in nature and made aloud in the school setting, regarding a student's disability and resulting in the harassed student having difficulty performing assigned educational tasks and/or causing a significant decline in his/her grades; physically impeding a disabled student's ability to function in the classroom setting; subjecting a student to inappropriate physical restraint resulting from conduct related to his/her disability, with the result that the student tries to avoid attending school on a regular, punctual basis; repeatedly denying a disabled student with access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability; repeatedly belittling and/or criticizing a student with a disability for using accommodations in the school setting, with the result that the student becomes discouraged and has difficulty performing in a manner commensurate with his/her ability; continual taunting and/or belittling of a disabled student in a manner that focuses upon his/her disability, resulting in limited participation in the educational process.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board has designated the Superintendent as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this Policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The Administration shall be responsible to provide training for students and employees regarding unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

The Principal shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the school Principal is the subject of the complaint.



When a student believes that s/he is being harassed, he or she may file a complaint. The filing of a complaint is encouraged and the encouragement of the filing of complaints is part of the District's strategies to end unlawful harassment.

### Complaint Procedure

#### **Step 1 - Reporting**

- A student, witness or third party who believes s/he has been subject to conduct that constitutes a violation of the rules prohibiting unlawful harassment is encouraged to immediately report the incident to the Principal or an Administrator.
- A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of the anti-harassment rules shall immediately report the incident to the Principal or Administrator.
- If the Principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Superintendent or other Administrator.
- The complainant or reporting employee is encouraged to use the report form available from the Principal, but oral complaints shall be acceptable. Oral complaints will be transcribed and must be signed by the complainant.

#### **Step 2 – Investigation**

- Upon receiving a complaint of unlawful harassment, the Principal, Administrator or other employee receiving a complaint shall immediately notify the Superintendent. The Superintendent will determine the procedures and processes to promptly investigate the Complaint in accordance with applicable law.

#### **Step 3 – Prompt and Effective Action**

- The Superintendent shall ensure that prompt action is taken reasonably calculated to end any unlawful harassment. The means and methods selected shall be reasonably based and in accordance with applicable law.

### Appeal Procedure

1. If the complainant is not satisfied with the findings or actions taken, the Complainant may file a written appeal with the Superintendent. [\(See Policy 248 & 248AR.\)](#)

No reprisals or retaliation shall occur as a result of a good faith charge of harassment.

## VOLUNTARY STUDENT DRUG AND ALCOHOL TESTING

A student under age 18 with parental consent, or a student age 18 or older, may choose to participate in voluntary drug and/or alcohol testing to be conducted under the auspices of the District.

The District recognizes that drugs and/or alcohol have a serious and deleterious effect on student performance and that continued or long-term usage of these substances can affect the user academically, physically and emotionally. It is not the intention of this Policy to penalize a student who is taking a medication prescribed by a licensed physician for treatment of a physical or mental condition.

The District wishes to provide a legitimate reason for students to refuse to consume or use drugs and/or alcohol and to provide assistance for those who have a problem with those substances.

The purpose of these rules is not to punish students. It is not the intention of these rules to authorize District officials to report test results to law enforcement, or any officials outside the District, without a subpoena (which the District will not initiate), unless the student violates other policies, such as bringing prohibited substances or paraphernalia onto school property, being under the influence of prohibited substances while on school property or while participating in school events or activities or aiding in the procurement of prohibited substances while on school property or while participating in school events.

For purposes of these rules in this section pertaining to voluntary drug and alcohol testing, the term “drug” can be defined as any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government, The Food and Drug Administration, the Drug Enforcement Administration (DEA), or any controlled substance which has as one of its effects, the enhancement of athletic performance, including but not limited to steroids. For purposes of this Policy, the definition includes the use of tobacco products, which are prohibited by the District for all students. This Policy includes beer, wine, and/or liquor and any substance containing ethyl alcohol to the extent that it can impair judgment or function if taken in sufficient quantities.

The term “student” can be defined as any student choosing to participate in voluntary testing in lieu of suspension or expulsion and under the controlled jurisdiction of the District.

The term “vendor” can be defined as the medical office or company selected by the Board to carry out the Policy and procedure.

The term “Medical Review Officer” (MRO) can be defined as a licensed physician trained and certified in the process and interpretation of drug testing results.

Gas Chromatography/Mass Spectroscopy (GC/MS) is a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

### Random Testing

Testing will be done without prior warning to the student. The dates of testing and the test to be performed shall be determined by the District in its sole discretion, and may be performed at any time during the school year for the duration agreed upon by the student or parent and the District. Testing shall only be performed by the vendor contracted by the District. All costs of collection, testing, and interpretation shall be paid by the District unless other agreements are made for the student or parent to incur such costs.

All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a **GS/MS** confirmatory test.

Laboratory results shall be sent directly to MRO. The MRO shall then notify the Superintendent of the results of the testing by providing a copy of the laboratory results. Any test results shall result in a letter being sent to the student and parent. In addition, the student and parent shall receive referral information which shall include in-patient, out-patient and community-based drug and alcohol treatment programs.

The parent and/or the student shall be given an opportunity to respond to the test results. Unless some objective evidence proves that the test results were erroneous (or were due to properly prescribed and administered prescription medication), then sanctions, including any suspension or expulsion which has been imposed being reinstated for the full term thereof or the institution of suspension, expulsion or other available disciplinary proceedings based upon the original infraction resulting in the voluntary drug testing of the student, will apply. Confidentiality shall be maintained with regard to any positive test results. Test results shall be maintained by the District for such period or duration as shall be set forth in the consent. Furthermore, if a school official or other representative of the District witnesses a student in possession of drugs or using drugs, these observations shall provide a valid basis for the District to charge the student with Policy violations.

### Consent

Prior to any student being permitted to participate in voluntary drug and alcohol testing in lieu of suspension or expulsion, the student and his/her parent must sign a consent form agreeing for the student to participate in drug testing at any time during the school year for such period or duration as shall be set forth in the consent.

Nothing in these rules shall curtail or render ineffective any other existing Policy of DISTRICT with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

If a student does not comply with testing procedures, then the student will be considered to have violated any agreements made regarding voluntary student drug and/or alcohol testing. Any such violation may result in any suspension or expulsion, which has been imposed, being reinstated for the full term thereof or in the institution of suspension, expulsion or other available

disciplinary proceedings based upon the original infraction or misconduct and/or any subsequent infractions, misconduct or violations.

## WEAPONS

The District recognizes the importance of safe and secure schools to provide students, teachers, and staff members with an opportunity to go about daily activity in a positive atmosphere. The District will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during, or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors in the District, pursuant to law.

Students shall not possess or bring weapons or replicas of weapons into any District buildings, onto DISTRICT property, to any school-sponsored activity, or onto any public conveyance providing transportation to school or to a school-sponsored activity.

A “weapon” is defined as an instrument of any type which can be used to cause harm to an individual. While not all-inclusive, a weapon shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, handgun, rifle, spring gun, air gun, sling shot, bludgeon or club, metal or artificial knuckles, sword, machete, pellet gun, nightstick, ax handle, explosive device, ammunition, dangerous chemical, razor, any other tool, instrument or implement capable of inflicting serious injury; any look-alike knife, shotgun, rifle or gun; and/or an instrument which, in the judgment of the Administration, could be used as a weapon or mistaken for one. This includes, by way of example and not limitation, pocketknives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon. An imitation or replica of any of the foregoing may be considered a “weapon.”

Any instrument, tool, implement, or substance while being used by a student participating in an educational and/or vocational process or program approved by a school, as determined by a(n) Administrator, teacher and/or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool or implement is being used for its educationally and/or vocationally defined purpose. Should a classroom project or demonstration involve a need to bring an item that could be classified as a weapon to school, the student is required to obtain written permission from the classroom teacher who will notify the Principal of the need.

Any student who brings a weapon onto, or possesses a weapon on or at, any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, shall be subject to an informal hearing before the Superintendent. Such student will be suspended from school for a period of ten (10) school days, and such suspension may be continued pending an expulsion hearing before the Board or a committee of the Board in the event that it is determined by the Superintendent or his/her designee that the student’s presence in his/her normal class assignment would constitute a threat to the health, safety, morals or welfare of others and it is possible to hold a formal hearing within the ten (10) day initial suspension period.

A student is in “possession” of a weapon when the weapon is found on the person of the student, in the student’s locker, desk, backpack, or in the student’s vehicle and the weapon is under the student’s control while the student is on school property, on property being used by the school, at any school function or activity, at any school-sponsored activity held away from the school, on any conveyance providing transportation to a school or school-sponsored activity, or while the student is on his/her way to or from school.

If a student violates these rules, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Superintendent has discretion to recommend modifications of this expulsion requirement on a case-by-case basis, and, in the case of an exceptional student, shall comply with applicable law. If a student is expelled, the District may make an alternative assignment or provide alternative educational services during the period of expulsion.

Violations of these rules will be reported to the police or other law enforcement agency.

Any professional staff member or other school employee who has reason to believe that a student is in possession of and/or is transporting and/or transmitting a weapon or look-alike weapon, shall immediately inform the Principal who will conduct the complete investigation. Upon investigation and/or confiscation of any weapon and/or look-alike, the Principal may immediately notify and/or summon:

1. The District School Police
2. The local police
3. The Superintendent
4. The parent of any and all students involved in the accident

Upon determining that a reasonable suspicion of possession of a weapon exists, and in an effort to preserve a safe school environment, the Principal may request that the student(s) involved volunteer to be searched, or to have his/her locker, clothing, book bag(s), vehicle and/or other property searched by a school official, in the presence of a witness. Should the student refuse or resist such a search, verbally and/or physically, the Principal may continue with the search to protect the well-being and safety of the school population under the doctrine of in loco parentis. The parent is/are to be notified as soon as possible.

The Principal will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary. The Superintendent, subject to confidentiality and due process requirements, may inform the Board of an incident as soon as measures have been taken to eliminate any immediate danger associated with such incident.

The Principal will coordinate with the informal hearing procedures which pertain to the investigation, securing information, such as witness’ statements and anecdotal records substantiating the alleged violation.

The Principal will assist in the informational and notification requirements for the informal hearing before the Superintendent and for the recommendation before the Board for expulsion in accordance with the Pennsylvania School Code.

If a student is expelled for a violation of these rules, the Superintendent and/or Board may require, as a condition of readmission, that the student provide acceptable proof, whether in the form of a psychiatric/psychological report or otherwise, that s/he does not pose a risk of harm to himself/herself and/or others.

A student who is suspended and/or expelled for violating these rules, upon return to school, shall be subject to random searches.

The Superintendent shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. The Superintendent shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Acts of violence or possession of a weapon in violation of this Policy shall be reported to the Office for Safe Schools on the required form at least once each year.

The Principal shall inform all students of this Policy and the consequences for violation of this Policy as well as their personal responsibility to guard the health, safety and welfare of the school community, and to protect school property. Information within this Policy is to be given to students within the first three (3) days of the beginning day of each school year. New students shall be informed of this Policy upon application for admission. Reminders of this Policy are to be provided to students periodically throughout the school year.

An exception to this Policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

#### Transfer Students

When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

### Use of Metal Detectors

In view of the escalating presence of weapons in schools across the nation and locally, the use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security. No student, teacher, other staff member or members of the public should be subject to the dangers inherent in a firearm, knife or other potentially dangerous object carried onto the campus by another person. This Policy sets forth certain guidelines for the use of metal detectors. The Superintendent shall direct the procedures to be used.

Metal detectors may be of the stationary walk-through or hand-held type.

Random Use: Metal detectors may be used at random at times to be determined by the school Principal.

Notice Of Use Of Metal Detectors: All persons entering a school of the District may be required to submit to a metal detector test.

Avoidance Of Detection Process: When a detector is in use at a particular location and a person attempts to avoid using that location, it shall be considered sufficient cause to immediately detain and search the person.

Refusal Of Detection Process: A person's failure or refusal to permit a metal detector check as provided for in this Policy will be considered grounds for disciplinary action, including possible expulsion.

Selective Use Of Detector: Random use of a metal detector pursuant to this Policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons. However, if a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, s/he may conduct a search of a person and personal effects.

No Obligation To Use: Nothing in this Policy requires the use of a metal detector.

## SIGNATURE PAGE

Dear Parent(s)/Guardians(s) & Students:

You have read and understand all the rules and regulations of the 201~~32~~-201~~34~~ East Stroudsburg Area School District Code of Student Conduct

This Code of Student Conduct contains important information that should be discussed with your child. **We ask that you sign and return this page within the first two weeks of school to indicate that you have received and reviewed the above information with your child/children.**

Student Name: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

Homeroom Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

Please make any comments below. Thank you.