

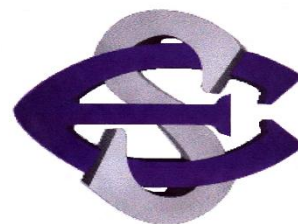
EAST STROUDSBURG AREA  
SCHOOL DISTRICT



CODE OF STUDENT CONDUCT  
20189 – 201920



TIMBERWOLVES



CAVALIERS

# EAST STROUDSBURG AREA DISTRICT

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# EAST STROUDSBURG AREA DISTRICT

## PART 1: GENERAL PROVISIONS AND EXPECTATIONS

### Mission Statement

East Stroudsburg Area School District (“District”) fosters within all a commitment to excellence, service and life-long learning which prepares students 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 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 review the website periodically for additional student rules of conduct that may be adopted and posted periodically as well as updates to Board Policy. 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.~~

All Board Policies referenced herein are applicable in their current revisions and are available on the District website. Copies may also be obtained at the Carl T. Secor Administrative Center, 50 Vine Street, East Stroudsburg, PA 18301.

### 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

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;
- 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;
- g. “District” shall mean the East Stroudsburg Area District, the Board of School Directors of the District, or an authorized employee as applicable;
- h. “Includes” and “Including” shall be by way of example and not limitation;
- 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;
- j. “Policy” shall mean Policy duly adopted by the Board and/or the rules set forth in this Code, as applicable;
- k. “Principal” shall mean the applicable Principal, Assistant Principal, interim or acting Principal or Assistant Principal, or the designee of any of them;
- 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 as outlined in Policies 103, 103.1, and 104.

## **PART 2: STAKEHOLDER RESPONSIBILITIES**

### 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 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

### ALLERGIES, FOOD; GENERALLY (Policy 210.2)

**Note:** For serious or life threatening allergies, *see*, ALLERGIES, SERIOUS. For Allergies that are life threatening, the rules and Policy in the section ALLERGIES, SERIOUS 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 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 known 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.

## ALLERGIES, SERIOUS *(Policy 210.2)*

### ~~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.

### ~~2.1.~~ 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 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.

3.2. **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.

#### 43. 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 emergency 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.

## 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 assemblies. 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 assemblies 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 (*Policy 204*)

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 and as outlined in Policy 204.

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. If additional rules are imposed by governing authorities, such as the Pennsylvania Interscholastic Athletic Association, those rules as applicable will be enforced.

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

1. Illness of student, including when a student is dismissed by designated District staff during school hours for health-related reasons.
2. Quarantine of student.
3. Recovery from accident by student.
4. Required court attendance of student.
5. Death in the student's family, limited to five (5) days per occurrence.
6. Impassable/hazardous roads.
7. Weather so inclement as to endanger the health of the student.
8. Excused pursuant to a farm or domestic service emergency permit.
9. To receive professional health care or therapy services rendered by licensed practitioners of the healing arts in any state, commonwealth, or territory of the United States of America.
10. Pre-approved educational trips or tours in accordance with Policy 204.2.
11. Pre-approved college visits, for students in Grade 11 and 12, limited to five (5) days per year, upon receipt of satisfactory evidence of such visit.
12. Suspensions from school.
13. All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused when requested. (Please refer to Policy 204-Attachment – Religious Holidays – for a list of Board-approved holidays.) 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.
14. Participation in school sponsored activities.
15. The Board of Education shall 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.
16. Exceptionally urgent reasons such as affect the student, but which ordinarily would not include work at home.

The following students may be **temporarily** excused from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

- b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

**Unexcused/Unlawful Absences, Tardiness and Early 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, 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 may result in the absence being permanently recorded as unexcused/unlawful. 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. Students violating this policy shall be subject to disciplinary consequences as outlined in this Code of Student Conduct and parents/students may be further subject to any penalties by law. In the case of a medical appointment, written confirmation of the student's visit to the medical facility should be submitted upon his or her return to school.

**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, he/she must show proof of having acquired a job of not less than thirty-five (35) hours per week.

**Early Dismissal:** Students should submit a written notice to the office during morning homeroom to receive a pass for the dismissal. Any child who is excused early from a regular school day must be picked up at least 30 minutes prior to the regularly scheduled dismissal time.

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. 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 he/she 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 shall require an excuse from a licensed practitioner of the healing arts. After ten (10) consecutive missed days, students may be dropped from the rolls, unless circumstances compel otherwise.

**Truancy:** When a student has accumulated 3 or more days of unexcused or illegal absences, notice shall be sent in the mode and language of communication preferred by the person in parental relation and be sent within ten (10) school days of the student's third unexcused absence. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff.

When a student continues to be habitually truant, District staff shall refer the student to the local children and youth agency and file a citation in the office of the appropriate District Magisterial Justice against the person in parental relation who resides in the same household as the student. 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 in accordance with the specific provisions of law.

**“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 he/she 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.

## AUDIO/VIDEO ~~SURVEILLANCE~~RECORDING ON SCHOOL PROPERTY AND SCHOOL DISTRICT BUSES/VEHICLES (Policy 826)

The Board of Education has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on School Property, School District-owned, operated, or contracted School Buses and School Vehicles and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and School District rules, regulations and policies.

Therefore, as an exception to Pennsylvania's Wiretapping and Electronic Surveillance Act, the School District is authorized by Board Policy 826, to intercept oral communications for disciplinary or security purposes, or both, on a School Bus or a School Vehicle, without prior court approval.

### 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; however, remains within the area of their zoned school (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.

**Kindergarten Students**—The District requires a parent to be present at the bus stop when Kindergarten students disembark their school bus. If a substitute parent (parent proxy) or sibling is authorized to pick up a Kindergarten student from the bus, Form 810P must be completed in advance and provided to the school bus driver. The driver will provide a copy to the school that your child attends. Any parent proxy must be 18 years of age; or a sibling, at least 12 years of age. Students will not be discharged to unauthorized persons. Valid photo ID may be required. If the parent and/or parent proxy is not at the bus stop, the child will be returned to the school where he/she will wait for a parent/proxy to pick him/her up.

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. Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the District has approved a change.
3. Sit in assigned seats that are designated by the bus driver and obey the driver’s seating instructions.
4. Remain in your seat while the bus is in motion. Heads, hands, and feet must be kept inside the windows at all times.
5. Speak in a normal tone of voice while on the bus. No shouting.
6. Do not fight, push, or trip at any time on the bus.
7. Do not throw or project paper, water, or other objects on the bus or from the bus at any time.
8. 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.
9. A “no eating and drinking” Policy will be followed on all buses.

10. 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.
11. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
12. 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.

**DISCIPLINE INFRACTIONS OCCURRING ON A SCHOOL BUS MAY RESULT IN A LOSS OF RIDING PRIVILEGE, AS SET FORTH IN POLICY 810.**

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.

**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.

## 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 Regulations #815-AR ("Administrative Regulation"), [#815-AR-2 Student Laptop Use and Security Procedures](#), [#815-AR-3 iPad Use and Security Procedures](#), [Website Policy 815.1](#), ~~and~~ Social Media Policy, #816, [and 816.1 Cloud Computing](#) 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 HEREIN 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 (*Policy 207*)

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 (Policy 814)

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

## DANCES AND SOCIAL EVENTS (Policy 231)

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.
3. Adequate supervision will be assigned as per administration.
4. Dances are closed to the general public. Only students currently enrolled in the 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~~at 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 ~~d~~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 AND GROOMING *(Policy 221)*

The Board recognizes the right of every student to freedom of expression both in speech and the wearing of apparel as guaranteed by the U.S. Constitution and the U.S. Supreme Court.

The Board also recognizes its paramount obligation to provide for the health, safety, and welfare of the students who attend its schools.

The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

In accordance with Policy 221 Dress and Grooming, the Board believes that the Dress & Grooming policy will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment and promote school pride and school spirit.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Board authorizes and directs the school principal or designee to monitor student dress and grooming, and to enforce Board Policy and school rules regarding student dress and/or grooming. Please consult Policy 221 for specific guidelines with regard to student dress and grooming.

At no time shall students dress or groom themselves in a manner which could:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress in his/her building to ensure this Policy is enforced.

## DRIVING AND PARKING *(Policy 223)*

Students in 11<sup>th</sup> and 12<sup>th</sup> grade who are licensed drivers may apply for a parking permit from the School Police to drive onto school grounds and park in designated areas. Motor vehicles must be registered, inspected and insured in order to receive a parking permit. The student parking permit fee is \$10 per vehicle.

The use of mini-bikes, dirt bikes, skateboards, rollerblades, snowmobiles and other unregistered motor vehicles are prohibited on school property.

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

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.

**Students who fail to display a valid permit are subject to applicable disciplinary consequences including 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 school 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.
9. Sitting in cars is not permitted during school hours for any reason. Students must exit vehicles, lock their vehicles, and enter the building upon arrival at school.
10. Student must report lost or stolen permits as soon as possible to School Police.
11. 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 serious responsibility. Any violation of applicable rules may result in the loss of the parking permit without refund and possible prosecution 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 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.~~

## ELECTRONIC COMMUNICATION DEVICES *(Policy 237)*

The Board prohibits Electronic Communication Devices and Personal Electronic Communication Devices from being visible, used, or turned on by students during the school day in School District buildings, on School District property, on school buses and while students are attending School-District-sponsored activities during regular school hours. Electronic Communication Devices and Personal Electronic Devices must be turned off upon entering any School District building and remain off until the student leaves the School District building, and for numerous reasons the Electronic Communications Devices must remain off during a school evacuation due to safety and security of all individuals.

However, appropriate student use of *School District-owned Electronic Communications Devices* may be permitted when the educational, safety, emergency, medical, or security use of the device is approved by the building principal (or designee), or the student's Individuals Education

Program (IEP) is approved by the IEP team. School District-owned Electronic Communication Devices are also subject to the School District's Acceptable Use Policy #815.

*Personal Electronic Communication Devices* must not be visible, used or turned on during the school day unless prior permission has been granted by the building principal (or designee) for educational, safety, emergency, medical, or security use and the student is supervised by a School District professional. Connection to the internet by way of anything other than the School District's network is a violation of this Policy and the School District's Acceptable Use Policy. Personal Electronic Communication Devices, where relevant, are also subject to the School District's Acceptable Use Policy #815.

See also, **Medication Section**.

## 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.

### FINES AND OBLIGATIONS (Policy 224)

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 any reason, including but not limited to, unpaid cafeteria charges or fees, library fines, parking fines, lost or damaged textbooks, Chromebooks, and/or athletic equipment. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in exclusion from participation in school activities, including High School graduation ceremonies. All overdue fines and obligations will be referred to the District Magistrate.

### FIRE DRILLS – EMERGENCY EVACUATION (Policy 805)

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. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall 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.

## FREE AND REDUCED PRICED SCHOOL MEALS

Free/reduced priced school meals are available to students from households that meet Federal Income Guidelines. Applications are available on the School District website, are sent home with students at the start of every school year and are provided upon registration.

## FUNDRAISING *(Policy 229)*

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 to charitable organizations 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 two (2) adult chaperones, in a ratio 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.

## 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.

### Intermediate/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. Abuse of hall passes will result in the student receiving a disciplinary consequence.

## ID CARDS (Policy 221)

Each student shall be provided with an identification (ID) card on an annual basis. This card shall be on one's person at all times and shall be produced when requested by District staff upon entrance into school activities or at any time when a student's identity is in question. The card remains the property of the school, must not be defaced and must be surrendered, upon request, to any 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

# INTERSCHOLASTIC ATHLETIC PROGRAM REQUIREMENTS

## (Policy 123)

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 provide an **Athletic Handbook** that outlines expectations and guidelines to be followed and enforced as an extension of the *Code of Student Conduct*. **Participation in athletics is a privilege, not a right.**

The East Stroudsburg Area School District (ESASD) is a member of District XI of the Pennsylvania Interscholastic Athletic Association (PIAA). There are twelve total Districts that comprise the PIAA. District XI has schools competing from the following counties: Bucks, Carbon, Lehigh, Luzerne, Monroe, Northampton, Pike, and Schuylkill. Both East Stroudsburg North and East Stroudsburg South are members of the Eastern Pennsylvania Conference (EPC). The other 16 members of the EPC are: Allentown Central Catholic, Bethlehem Catholic, Dieruff, Easton, Emmaus, Freedom, Liberty, Nazareth, Northampton, Parkland, Pleasant Valley, Pocono Mountain East, Pocono Mountain West, Stroudsburg, William Allen, and Whitehall. For all non-EPC competitions, the athletic department makes every effort possible to schedule contests close in proximity with schools of a similar size as a means to be fiscally responsible and to provide adequate competition for all teams. Both East Stroudsburg North and East Stroudsburg South are also members of the NEPARL for the sport of rifle.

Students at East Stroudsburg North and East Stroudsburg South High Schools have the opportunity to participate in the following PIAA approved sports and EPC approved activities:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Cheerleading/Competitive Spirit	Baseball
Cross Country	Basketball, Boys'	Softball
Field Hockey	Basketball, Girls'	Tennis, Boys'
Football	Rifle	Track & Field, Boys'
Golf	Swimming	Track & Field, Girls'
Soccer, Boys'	Wrestling	Mock Trial
Soccer, Girls'	Chess	Science Olympiad
Tennis, Girls'	Scholastic Scrimmage	
Volleyball, Girls'		
Speech and Debate		

Students at JT Lambert and Lehman Intermediate Schools have the opportunity to participate in the following PIAA approved sports:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country	Basketball, Boys'	Baseball
Field Hockey	Basketball, Girls'	Softball
Football	Wrestling	Soccer, Girls'
Soccer, Boys'		Track & Field, Boys'
Volleyball		Track & Field, Girls'

### **GUIDELINES FOR ATHLETICS**

The East Stroudsburg Area School District has adopted the eligibility standards as set in the ESASD Athletic Handbook in addition to those set by the Constitution of the Pennsylvania Interscholastic Athletic Association (PIAA). The District directs that no student-athlete may participate in interscholastic athletics that has not:

- Met age requirements and period of participation guidelines.
- Be an amateur in that sport.
- Be enrolled in and in full-time attendance at a PIAA member school, a Charter or Cyber Charter School, or be home-schooled.
- Have consent of parent or guardian to include a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form.
- Meet transfer guidelines, when applicable.
- Adhere to outside participation, out of season participation, and all-star contest guidelines when applicable.
- Meet academic and curricular requirements.

#### Rules at Athletic Events

As members of the Eastern Pennsylvania Conference (EPC), ESASD is firmly committed to the belief that athletic competition is a vital part of our educational program. The East Stroudsburg Area School District expects its spectators to exhibit only the highest standards of sportsmanship.

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 spectators 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. Anyone intoxicated or exhibiting behavior unbecoming a sports fan will be ejected from the playing area.
6. 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 and may be subject to police investigation.
7. It is expected that all spectators will extend every possible courtesy to both teams competing by exhibiting good sportsmanship throughout the contest.
8. Home and visiting spectators are asked to remain in designated areas.
9. All spectators are to keep off the playing area at all times.

10. No one will be allowed to leave the school building/stadium and return once a varsity contest begins without permission.
11. Any kind of food and beverages must be consumed in designated areas.
12. As per P.I.A.A. guidelines, noisemakers and signs are not allowed in a gym during any athletic contest.
13. 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.

## LOCKERS

Each student may be assigned a locker where available. 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, welfare of the occupants of the school building or the building itself.

Students are discouraged from storing items of 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 locker and keep their 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 \$10 at the Main Office. Only school-issued locks are permitted on assigned lockers, except in locker rooms where lockers are provided for short-term use. Personal locks will be removed from any assigned lockers.

## 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 to eat outside of the school building or 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. 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 or deliver lunches to the teachers. Students may NOT have outside food delivered to the school. Students are not allowed to bring glass bottles into the school building.

Students are given a Personal Identification Number (P.I.N.) number to access their accounts in the Point of Sale (POS) System, which is used to purchase a school 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.

East Stroudsburg’s Cafeteria also offers an internet based service called MySchoolBucks. This service is a website where you can pay for breakfast, lunch, and snack items using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

There is a fee charged by MySchoolBucks. This website fee covers all costs involved with this service, such as website maintenance, personnel, support, processing, electronically transferring payments to school bank accounts and infrastructure costs.

Information for enrolling in this program is available on the district website under the Departments>Food Services tab.



## MEDICATION *(Policy 210)*

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent and 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. 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 licensed prescriber and any over-the-counter medicines. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from a licensed prescriber and in accordance with this Policy. All requests shall be reviewed by the Certified School Nurse.

**Non-prescription medication** will be dispensed to students in the health room by the Certified 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 licensed prescriber 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 Certified School Nurse for a 5-day period.

**Prescription medication** will be dispensed to students in the health room by the Certified 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 licensed prescriber 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/Diabetes Medication and/or Monitoring**

**Equipment:** Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, diabetes medication and/or monitoring equipment must submit a properly completed "Authorization to Carry/Self-Administer Prescribed Medication" form to the Certified 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 Certified 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. **(FOR DETAILS AND ADDITIONAL REQUIREMENTS, PLEASE REFER TO POLICY 209.2 DIABETES**

**MANAGEMENT AND POLICY 210.1 FOR POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTOR,**

**Non-Aerosol Sunscreen Use:** Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:

1. The product is approved by the Food and Drug Administration,
2. The parent/guardian submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and
3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.

**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 licensed prescriber 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 licensed prescriber and a note from the parent requesting administration of the medication. The Certified 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 and/or monitoring equipment name, prescription serial number, dosage, time schedule and duration.
5. Special conditions to observe.
6. If child is qualified and able to self-administer the emergency medication.
7. Licensed prescriber's name, signature, address, and phone number.
8. Signature of parent/guardian.

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

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).
2. All medications shall be brought to the nurse's office by the parent(s)/guardian(s) or another adult designated by the parent(s)/guardian(s).

3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. The District shall not store more than a thirty-day supply of an individual student's medication.
4. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, type of monitoring equipment and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.
5. 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.
6. The Certified School Nurse has primary responsibility for the administration of medication including:
  - a. Reporting to licensed prescriber and/or parent/guardian.
  - b. Conferring with the licensed prescriber and/or parent/guardian.
  - c. Informing, when appropriate, school staff regarding a student's medication requirements.
  - d. Administering and recording of medication data.
7. 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.
8. The Certified School Nurse may refuse to administer any type of medication. The parent/guardian will be notified of this action.
9. In the absence of the Certified School Nurse, the other licensed school health staff (RN, LPN) is responsible for the administration of medication.
10. If it is necessary to administer emergency medication, the Certified School Nurse can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.
11. Parents/guardians are responsible for informing the Certified School Nurse of any change in the health and/or medication of students. When changes occur, the parent/guardian 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 licensed prescriber.
12. All medications must be kept in the nurse's office. Students are not allowed to carry emergency medications and/or monitoring equipment with them unless licensed prescriber'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.
13. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the Certified 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.
14. The District will incur NO liability for the use of unauthorized drugs or medications.
15. This Policy is in effect for all District sponsored activities and field trips.

The "School Trip Medication Administration Form" must be completed by parent/guardian when medication administration is required for a student during a field trip or other District sponsored activity.

In cases where the parent/guardian requests that their child be permitted to carry/self-administer emergency medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the parent/guardian must accept the legal responsibility should the medication/monitoring equipment be lost, given to or taken by a person other than their child. The parent/guardian 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.

## PHYSICAL EDUCATION

1. Physical Education is required for all students.
2. Students in Grades 6-12 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, loose-fitting sweatpants, warm-ups and sneakers with non-marking soles. Students are expected to dress appropriately for class, which may include outdoor activities. Students are encouraged to monitor the weather to determine appropriate dress.
4. Where locker rooms/lockers are available for students to change into appropriate attire, students shall be responsible for providing their own locks to secure their personal belongings during class. Students must remove all belongings and personal locks at the end of each class period. **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.**
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. Parent notes requesting excusal will only be accepted for one six-day cycle per marking period. Notes from a physician will only be accepted thereafter and shall remain in effect until rescinded or modified by the physician or expired. Excusal from the regular physical education program for more than four weeks warrants placement in an adaptive physical education program.
7. Students who do not participate may not bring book bags or schoolwork unrelated to physical education or health to class.

## PLAYGROUND RULES

Any school that has playground areas and equipment available for student use, shall have applicable playground rules posted.

## POSTERS AND SIGNS *(Policy 220)*

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 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

The Prom is a formal school-sponsored activity. Therefore, all participants are subject to all applicable rules and school regulations, in addition to the following eligibility requirements.

A student enrolled in the school and grade level hosting the event must have:

1. No more than 24 demerits in a 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. All student obligations from previous ESASD school years 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 or enrolled in the East Stroudsburg Area School District in grade 9 or above.

Students attending an alternative placement setting or are on homebound instruction for disciplinary reasons at the time of the Prom 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 and subject to applicable disciplinary action.

## RECESS (Elementary)

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

Students may be excluded from recess for disciplinary infractions.

## SCHOOL TRIPS

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

The field trip is an instructional opportunity to enrich and extend the educational experiences of School District students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.

All field trips generally fall into one of the following categories:

1. Curriculum/Instruction based field trips.
2. Club/Organizational field trips.
3. Contest/Competition field trips.

### **Social Events and Class Trips (Policy 231)**

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students. Participation in social events and class trips is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the School District or the school. Social events and class trips include all other events and trips not included in the definition of field trips above, such as proms, picnics, amusement parks, etc.

Rules: The following rules apply to students attending all School Trips:

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. Students are expected to travel to and from the trip with

the teacher leading the trip. Students are not permitted to leave the trip on their own.

- e. Teachers must never send a student home alone, even for disciplinary reasons.

Field 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 school 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 school trips.

All school trips must be approved by the Principal, the Assistant Superintendent for Curriculum and Instruction, and the Superintendent. 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 school trips.

#### Parent Responsibilities:

Parent(s) desiring to take their children home before a school 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 school 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 school trip. To focus their attention to the school 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 school trip.

#### Eligibility to Participate In Class Trips:

Participation in 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.

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

1. No more than 24 demerits in a 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. All student obligations from previous ESASD school years fulfilled prior to permission being granted to attend the class trip.

#### School Planning:

School trips must be well planned and supervised. A ratio of ten (10) students per chaperone is required for every trip. All school 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, an appropriate staff member, certified school nurse, health room nurse, licensed volunteer, and/or parent/designated guardian should accompany such a school 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 certified 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 school trip.
2. If a certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian is to accompany a school trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian to predetermine a location where the school nurse, health room nurse, licensed volunteer and/or parent/designated guardian can be easily located in the event of an emergency and/or for medication administration.
3. Students who are capable of self-administering emergency medication may do so under the supervision of a School District staff member with written parental permission, as per the self-administration policy and a physician’s written instructions prior to the school trip, or as stated in the applicable Service Agreement or IEP, if any.
4. Any occurrence of monitored self-administration of emergency medication will be recorded on the appropriate form by the staff member who monitors the self-administration of emergency medication.
5. The staff member(s) in charge of the school trip will obtain and maintain required paperwork.



6. The School Trip Permission Form must be submitted for each student participating in any school trip, and the Itinerary For Student - School Trip form must be completed for a school trip requiring an overnight stay or outside a seventy-five (75) mile radius of the School District.
7. 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 while attending a school trip.
8. A designated staff member will store any necessary medication in a secure location.

## STUDENT EXPRESSION (Policy 220)

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 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 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.

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.

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 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.

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

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 Actions**

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) types of disciplinary action are used: Intervention, Detention, and Exclusion.

#### **Type 1: Interventions**

An intervention is the natural or logical result of breaking a classroom or school rule. Teacher-led disciplinary actions are most frequently of an interventional nature. However, Administrators or the Board may also impose interventions on a referred student. Interventions 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.).

#### **Type 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 recess, lunch, and/or after-school detentions for Disciplinary infractions

2.2 Detention Hall: Each school may operate an after-school Detention Hall.

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 shall result in an in-school suspension (ISS) unless excused or previously rescheduled. Repeated offenses will result in out-of-school suspension (OSS).
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 Principal or designee on the day of the student's return to school. Failure to take detention upon return to school without prior approval shall result in the disciplinary actions outlined above in item number 4.
6. Detentions take precedence over any clubs or activities, including athletics. Work and school activities are not acceptable excuses for not reporting to detention.

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 outlined in the disciplinary charts included in this Code of Student Conduct.
8. No food or drink is allowed in the detention hall.

### **Type 3: Exclusion**

Exclusion represents the most severe disciplinary action of the District and will not 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 ON THE DAY OF THE ASSIGNED SUSPENSION, THE STUDENT’S SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL DAY.

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 Administrative Review by 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 Administrative Review 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.

VIOLETION 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 he/she 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 Administrative Review 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. Administrative Reviews under this provision shall be conducted by the Principal. Delay of the Administrative Review shall not operate to delay return to school. The purpose of the Administrative Review 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 Administrative Review: (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 Administrative Review 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 Administrative Review; (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 or her 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 Administrative Review 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.

## ALCOHOL *(Policy 227-Controlled Substances)*

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.

To provide for the safety and welfare of students, an alcohol breath analyzer 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 (Policy 249)

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

**Bullying/Cyberbullying** – For the purposes of this Policy means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting of the orderly operation of the school.

The School District is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the School Setting if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.

For example, bullying could be cyberbullying, and/or a form of discrimination harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the School District's nondiscrimination/harassment policies.

The term bullying/cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Additional information regarding the misuse of technology and/or cyberbullying may be found in Board Policy No. 815.

**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 District.

The Board prohibits all forms of bullying/cyberbullying by District students.



This Policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent's Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement, and the School District's community.

The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents as provided in the Complaint Procedure section of Policies 103, 103.1, and 104.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

All School District personnel and students discovering bullying/cyberbullying are also encouraged to immediately report such incidents.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Bullying/Cyberbullying Prevention, Intervention, and Education Programs**

The School District mustshall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Bullying/Cyberbullying prevention, intervention, and education programs mustshall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.

- a. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following District-wide anti-bullying rules:
  - 1. We do not bully/cyberbully others.
  - 2. We help students who are bullied/cyberbullied.
  - 3. We include students who are left out.
  - 4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied.
- b. Classroom level activities include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/cyberbullying themes.
- c. Individual interventions include, but are not limited to, follow up with both victims and bullies/cyberbullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
- d. Community involvement encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.

### **Complaint Procedure**

Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.

## **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.

## CONTROLLED SUBSTANCES (Policy 227)

If any student is found to be in violation of the Medication and/or Controlled Substances 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.

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.

## FIGHTING

Fighting is prohibited!

Fighting is defined as a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.

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.

## GANGS (Policy 218.3)

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.

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 Behavior Plan between the student, parent and School District 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 School District will involve and inform the appropriate authorities 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 immediately involve parents, and other community agencies, as 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.

## HAZING *(Policy 247)*

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.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or

enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

- 1.—Violate federal or state criminal law.
- 2.—Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- 4.—Endure brutality of a mental nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- 5.—Endure brutality of a sexual nature.
- 6.—Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

- 1.—The person acts with reckless indifference to the health and safety of the student; or
- 2.—The person causes, coerces or forces the consumption of an alcoholic liquid or drug by a student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

- 1.—The consent of the student was sought or obtained, or
- 2.—The conduct was sanctioned or approved by the school or organization.

~~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 is intended or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.~~

~~Any activity upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.~~

Willing participation in hazing activities is strictly prohibited, and those students identified as willing participants will 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

Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.

## INAPPROPRIATE CARE OF SCHOOL PROPERTY (*Policy 224*)

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.

## PROHIBITED ITEMS AND DEVICES

1. Prohibited Items. Items, devices, and/or materials which could interfere with the educational process are prohibited in school. Items 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 items may include, but are not limited to the following:

- a) Skateboards; Roller blades, roller skates, Segways, or other non-prescribed personal transport devices;

- b) Toys, including but not limited to Yo-yos, Fidget spinners, playing cards ;
- c) Cameras, except if a cell phone has a camera function;
- d) Nude or semi-nude photographs, whether in print or in digital format; and
- e) Food, drink and chewing gum in non-designated areas, etc.

2. Prohibited Items of a Dangerous Nature. Items, devices, and/or materials which are considered hazards to the safety of others or which could interfere with the educational process are prohibited in school. Items 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 items of a Dangerous Nature may include, but are not limited to the following:

- a) Incendiary devices;
- b) Flammable liquids;
- c) Aerosol sprays;
- d) Bath Salts;
- e) Medication, including Nicotine Patches unless the medication is brought to school and used in accordance with the medication rules stated later in this Code;
- f) Laser pens/pointers;
- g) Lighters; and
- h) Handcuffs and other personal restraint devices

3. Personal Electronic Devices--Including but not limited to: Cellular Phones/Smart Phones/Internet Phones/I-Pods/Tablets and similar devices (hereafter referred to as personal electronic devices). **Although students may bring personal electronic devices to school and to school functions; personal electronic devices shall not be visible, turned on or used by students during the school day.** Personal electronic devices that have the capability to access the Internet, take photographs or to record audio and/or video shall not be used for such purposes.

In addition to applicable discipline, failure to adhere to these rules will result in confiscation of the personal electronic device by school staff and a conference with the student prior to returning the device. 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 device from the school. A student's refusal to turn over the device 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 personal electronic devices which are lost, stolen, or damaged.**

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

- 1. Use of any device by students that provides for a wireless, unfiltered connection to the Internet is prohibited on school property.
- 2. 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.**

## SEARCH AND SEIZURE (*Policy 226*)

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 be conducted 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. 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. 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.

*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. Administration 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, Administration 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. Administration has sole authority to order the search, shall be present whenever a student locker is inspected, shall remand to the school police for the safe-keeping and handling 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, Administration 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.

*Electronic Devices/Smart Phones/ Internet Phones/I-Pods/Tablets and similar devices*—A device may be confiscated 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 in accordance with applicable law.

Use of Metal Detectors—The use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security.

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

Random Use: Metal detectors may be used at random as determined by the Administration.

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

Avoidance/Refusal 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 and/or deny admission.

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, he/she 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.

## SEXUAL MISCONDUCT

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.

## TERRORISTIC THREATS OR ACTS *(Policy 218.2)*

The District recognizes the danger that terroristic threats and acts by students present 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 Administrative Review 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 Administrative Review, 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 Administrative Review 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 Administrative Review.
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 (*Policy 222*)

The District recognizes that tobacco, nicotine and nicotine delivery products ~~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** includes possession of a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or materials; and smokeless tobacco in any form including chewing tobacco, snuff, drip, or dissolvable tobacco pieces. ~~(snuff, chewing tobacco, etc.)~~. All staff members, parents, and other visitors are required to adhere to these rules set forth in this Code.

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Students are prohibited from using, possessing or selling tobacco, nicotine and nicotine delivery products 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,

possessing or selling tobacco, nicotine and nicotine delivery products at school sponsored activities that are held off school property.

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

Incidents of possession, use and sale of tobacco, nicotine and nicotine delivery products 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, using or selling 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 ACTS~~

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

## UNLAWFUL HARASSMENT/DISCRIMINATORY HARASSMENT AND INTIMIDATION (Policy 103, 103.1)

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.

### Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

The term “harassment” shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or

adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### **Sexual Harassment**

Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

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**

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 Director of Administrative Services 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. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.

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 or designee shall be responsible to promptly complete the following duties when receiving a complaint of unlawful harassment in addition to following the Complaint Procedure as outlined in Policies 103, 103.1, and 104:

1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Seek to Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality



as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.

4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another District employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

When a student believes that he/she 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 all forms of unlawful harassment.

## WEAPONS (Policy 218.1)

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 Administrative Review 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 [aeeincident](#)

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 Administrative Review 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 Administrative Review 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 he/she 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.

**CONSEQUENCES FOR INFRACTIONS MAY CARRY OVER TO THE BEGINNING OF THE NEXT SCHOOL YEAR OR A STUDENT'S RETURN TO MEMBERSHIP.**

**IN ADDITION, LAW ENFORCEMENT MAY BE CONTACTED WHEN THE INFRACTION CONSTITUTES A CRIMINAL ACT. PLEASE SEE GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION ON PAGES 68-79.**

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Abuse of Pass/Loitering</u></b> - A person not arriving and/or returning from a designated location in a timely fashion or one making purposeless stops, veering off course from a destination or errand.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Aggravated Assault on Staff/Student</u></b> - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Aggravated Indecent Assault</u></b> - Refer to associated Crimes Code Citation for specific details -- §3125 Aggravated Indecent Assault.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>All Other Forms of Harassment/Intimidation</u></b> - Repeatedly commits acts with intent to harass, annoy or alarm another person.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Arson</u></b> - The unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same. This category does not include a simple act of lighting a match.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Attempt/Commit Murder/Manslaughter</u></b> - When a person intentionally, knowingly, recklessly, or negligently attempts to cause the death of a human being.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Bomb Threat</u></b> - A person who communicates, either directly or indirectly, a bomb threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Brazen Insubordination</u></b> - Bold, shameless and continual defiance of authority; refusal to obey orders.	<u>See Level 1*</u> <u>15 Demerits</u>	<u>1 Day ISS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Bullying/Cyberbullying</u></b> - By law, "bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i.) substantially interfering with a student's education; (ii.) creating a threatening environment; or (iii.) substantially disrupting the orderly operation of the school; and "school setting" shall mean 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. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyberbullying is being used to describe bullying behavior which occurs on the Internet or via Social Media. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) there is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) there is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target.	<u>See Level 1*</u> <u>15 Demerits</u>	<u>1 Day ISS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Burglary</u></b> - The unlawful entry into a building or other structure with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Cheating</u></b> - Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Class Cut</u></b> - Absent oneself from a class or other, mandatory event.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Classroom Disruption</u></b> - Is generally regarded as a behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.	<u>See Level 1*</u> <u>1 Demerit</u>	<u>See Level 1*</u> <u>1 Demerit</u>	<u>1 Detention*</u> <u>1 Demerit</u>
<b><u>Criminal Trespass</u></b> - Intentionally entering or remaining unlawfully on school property, without authorization.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Cyber Harassment of a Child</u></b> - Intent to harass, annoy or alarm, the person engages in a continuing course of conduct by electronic means directly to a child or by publication through an electronic social media service.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Detention Cut</u></b> - Not reporting to assigned after-school detention nor securing prior permission to reschedule.	<u>1<sup>st</sup> Offense</u> – student will receive a verbal warning and <u>Detention will be rescheduled</u> <u>2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Offense</u> - student will receive 2-Day Detention <u>5<sup>th</sup> Offense</u> - student will be considered in violation of <u>Brazen Insubordination</u> <u>1 Demerit</u>		
<b><u>Dishonesty</u></b> – Characterized by lack of truth, honesty, or trustworthiness.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Disobedience</u></b> - Not following direction of school official or someone in authority.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Disorderly Conduct</u></b> - Intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: (1) engages in fighting or threatening, or in violent or tumultuous behavior; (2) makes unreasonable noise; (3) uses obscene language, or makes an obscene gesture; or (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Display/Public Affection</u></b> - Acts of physical intimacy such as kissing in the view of others.	<u>See Level 1*</u> <u>1 Demerit</u>	<u>See Level 1*</u> <u>1 Demerit</u>	<u>1 Detention*</u> <u>1 Demerit</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Disrespect to Staff-</u></b> Acting rude, impolite, and lacking courtesy for a staff member.	See Level 1* <u>10 Demerits</u>	See Level 1* <u>10 Demerits</u>	2 Day OSS <u>10 Demerits</u>
<b><u>Dress Code Violation</u></b> - A student found to be in violation of Policy 221 will be removed from class and sent to the office. The student will be issued a written warning and given the opportunity to change from non-compliant clothing into compliant clothing. If the student does not have compliant clothing to change into, the parent will be contacted to bring such clothing for the student. A student may change from non-compliant clothing to compliant clothing provided by the school, when available. If the parent cannot be contacted and/or is unable to bring such clothing, the student may be removed from class for the remainder of the day for offensive items (Grades 6-12). Violations in excess of the 5th offense in any one school year will also carry the infraction of “Brazen Insubordination” and shall be issued disciplinary consequences.	See Level 1* <u>1 Demerit</u>	See Level 1* <u>1 Demerit</u>	See below. <u>1 Demerit</u>
	<b><u>Grades 6-12 only:</u></b> <b><u>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense</u></b> – student will receive Detention <b><u>3<sup>rd</sup> Offense</u></b> – student will receive 1 Day ISS <b><u>4<sup>th</sup> Offense</u></b> – student will receive 1 Day OSS <b><u>5<sup>th</sup> Offense</u></b> – student will receive 3 Day OSS <b><u>6<sup>th</sup> Offense</u></b> – student will be in violation of Brazen Insubordination		
<b><u>Encourage/Instigate Fight</u></b> - Prompting, provoking, influencing, and/or triggering a fight.	See Level 1* <u>5 Demerits</u>	1 Day ISS <u>5 Demerits</u>	1 Day ISS <u>5 Demerits</u>
<b><u>Extortion</u></b> - The gaining of property or money by any kind of force, or threat of 1) violence; 2) property damage; 3) harm to reputation; or 4) unfavorable action.	See Level 1* <u>15 Demerits</u>	1 Day ISS <u>15 Demerits</u>	5 Day OSS <u>15 Demerits</u>
<b><u>Failure to Disperse Upon Official Order</u></b> - Refusing or failing to disperse when ordered to do so by School Police, School Staff/Official engaged in enforcing or executing the law.	5 Day OSS <u>15 Demerits</u>	5 Day OSS <u>15 Demerits</u>	5 Day OSS <u>15 Demerits</u>
<b><u>Failure to Produce and/or Display ID Badge</u></b> – Not producing an ID upon request of a school official.	See Level 1* <u>1 Demerit</u>	See Level 1* <u>1 Demerit</u>	1 Detention* <u>1 Demerit</u>
<b><u>Fighting (Mutual Altercation)</u></b> - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.	See Level 1* <u>20 Demerits</u>	2 Day OSS <u>20 Demerits</u>	10 Day OSS <u>20 Demerits</u>



**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Forgery</u></b> - Falsely making, completing, signing or altering a written document.	<b><u>See Level 1*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Day ISS</u></b> <b><u>5 Demerits</u></b>
<b><u>Gambling</u></b> - The activity or practice of playing at a game of chance for money or other stakes.	<b><u>See Level 1*</u></b> <b><u>5 Demerits</u></b>	<b><u>See Level 1*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Day ISS</u></b> <b><u>5 Demerits</u></b>
<b><u>Gang Membership Activities</u></b> - 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.	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>
<b><u>Gang Membership Claimed for the Purpose of Intimidation</u></b> - Claiming association with a 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.	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b>
<b><u>Gang Policy Violation</u></b> - Using 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 which 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, whether real or implied, which threaten the safety or well-being of persons or property, 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.	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

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	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Homicide (Murder or Manslaughter):</u></b> Occurs when a person intentionally, knowingly, recklessly, or negligently causes the death of a human being. Homicide is classified as murder, voluntary manslaughter, or involuntary manslaughter.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Inappropriate Article</u></b> - Items 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.	<u>See Level 1*</u> <u>1 Demerit</u>	<u>See Level 1*</u> <u>1 Demerit</u>	<u>1 Detention*</u> <u>1 Demerit</u>
<b><u>Inappropriate Conduct</u></b> - Engaging in behavior that a reasonable and sensible person would not do, thereby violating the Code of Student Conduct, including but not limited to inappropriate care of school property, inappropriate expression/action, and/or profanity.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Detention*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Indecent Assault</u></b> - Refer to associated Crimes Code Citation for specific details -- §3126 Indecent Assault.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Indecent Exposure</u></b> - A person that exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Involuntary Deviate Sexual Intercourse</u></b> - Refer to associated Crimes Code Citation for specific details §3123 Involuntary Deviate Sexual Intercourse.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Kidnapping/Interference with Custody of Child</u></b> - The removal, restraining or confinement of an individual by another through force, threat, or deception or (if person is under 14 years) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking. A parent taking a child in violation of a court order, although it may be a crime, is not kidnapping for this purpose.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Minor Altercation</u></b> - An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., “Student A” strikes “Student B” resulting in little injury and “Student B” does not retaliate).	<u>1 Detention*</u> <u>15 Demerits</u>	<u>2 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>(Grades 6-8)</u> <u>10 Day OSS</u> <u>(Grades 9-12)</u> <u>15 Demerits</u>
<b><u>Obscene &amp; Other Sexual Materials and Performance</u></b> - A motion picture show or other presentation or performance which, in whole or in part, depicts nudity, sexual conduct, or sadomasochistic abuse.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Open Lewdness</u></b> - Any lewd act which he/she knows is likely to be observed by others who would be affronted or alarmed.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Physical Aggression/Altercation</u></b> – Any physical act intended to cause harm to another person or a group of people.	<u>See Level 1*</u> <u>10 Demerits</u>	<u>1 Day ISS</u> <u>10 Demerits</u>	<u>3 Day OSS</u> <u>10 Demerits</u>
<b><u>Plagiarism</u></b> - The practice of taking someone else’s work or ideas and passing them off as one’s own.	<u>See Level 1*</u> <u>5 Demerits</u>	<u>See Level 1*</u> <u>5 Demerits</u>	<u>1 Day ISS</u> <u>5 Demerits</u>
<b><u>Positive Behavior/Merit Earned</u></b> - Any exemplary act of community or school service of at least 10 hours, evidenced by the written recommendation of the administration or faculty, for which a student makes proper application. Merit may also be earned for a record of exemplary conduct without disciplinary referral for a period of 45 consecutive school days.	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<b><u>Possession of Alcohol</u></b> - Any alcohol or malt beverage. Examples include, but are not limited to, beer, wine, and liquor. <b><u>Includes:</u></b> <b><u>Possession of Alcohol</u></b> <b><u>Using/Sale/Distribution or Acting Under the Influence of Alcohol</u></b>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Possession of a Controlled Substance</u></b> - Any 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, 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. <b><u>Drug Paraphernalia</u></b> – 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. <b><u>Includes:</u></b> <b><u>Possession of a Controlled Substance</u></b> <b><u>Using/Sale/Distribution or Acting Under the Influence of a Controlled Substance</u></b>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>										
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>								
<p><b><u>Possession of A Weapon</u></b> - Possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to and from any elementary or secondary publicly-funded educational institution. A weapon is defined as: Any firearm or explosive device; force-impacting device; knife or sharp-edged or sharp-pointed utensil, device or tool; or any article, instrument or substance which can or is likely to produce death or great bodily harm.</p> <p><b><u>Include but are not limited to Possession of:</u></b></p> <table border="0"> <tr> <td><b><u>BB/Pellet Gun</u></b></td> <td><b><u>Explosive (Bomb, Missile, etc.)</u></b></td> </tr> <tr> <td><b><u>Rifle/Shotgun</u></b></td> <td><b><u>Knife</u></b></td> </tr> <tr> <td><b><u>Cutting Instrument (Razor, box cutter, etc.)</u></b></td> <td><b><u>Handgun</u></b></td> </tr> <tr> <td><b><u>Other Firearm</u></b></td> <td><b><u>Other Weapon</u></b></td> </tr> </table>	<b><u>BB/Pellet Gun</u></b>	<b><u>Explosive (Bomb, Missile, etc.)</u></b>	<b><u>Rifle/Shotgun</u></b>	<b><u>Knife</u></b>	<b><u>Cutting Instrument (Razor, box cutter, etc.)</u></b>	<b><u>Handgun</u></b>	<b><u>Other Firearm</u></b>	<b><u>Other Weapon</u></b>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>
<b><u>BB/Pellet Gun</u></b>	<b><u>Explosive (Bomb, Missile, etc.)</u></b>										
<b><u>Rifle/Shotgun</u></b>	<b><u>Knife</u></b>										
<b><u>Cutting Instrument (Razor, box cutter, etc.)</u></b>	<b><u>Handgun</u></b>										
<b><u>Other Firearm</u></b>	<b><u>Other Weapon</u></b>										
<p><b><u>Possession, Use, or Sale of Tobacco or Other Nicotine Delivery Service</u></b> - Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.).</p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>								
<p><b><u>Prohibited Item of a Dangerous Nature</u></b> - Items, devices, materials which are considered hazards to the safety of other or which could interfere with the educational process are prohibited in school. Items 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.</p>	<p>See Level 1* <b><u>5 Demerits</u></b></p>	<p><b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b></p>	<p><b><u>1 Day OSS</u></b> <b><u>5 Demerits</u></b></p>								
<p><b><u>Propelling a Projectile</u></b> - A fired, thrown, or otherwise propelled object.</p>	<p><b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b></p>	<p><b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b></p>	<p><b><u>1 Day ISS</u></b> <b><u>5 Demerits</u></b></p>								
<p><b><u>Racial/Ethnic Intimidation</u></b> - Malicious intent toward another’s person or property based on race, color, religion or national origin is a hate crime.</p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>								
<p><b><u>Rape</u></b> - Refer to associated Crimes Code Citation for specific details -- §3121 Rape.</p>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>	<p><b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b></p>								
<p><b><u>Reckless Endangering</u></b> - Conduct which places or may place another person in danger of death or serious bodily injury.</p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>	<p><b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b></p>								

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Rioting</u></b> - Taking part in a violent public disturbance.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Robbery</u></b> - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Sexual Assault</u></b> - Refer to associated Crimes Code Citation for specific details -- §3124.1 Sexual Assault.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Sexual Harassment</u></b> - Discrimination against a student based on the student’s submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Simple Assault on Staff/Student</u></b> - The unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Stalking</u></b> - A person engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, with the intent to place such person in reasonable fear of bodily injury or to cause substantial emotional distress.	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>	<u>5 Day OSS</u> <u>15 Demerits</u>
<b><u>Statutory Sexual Assault</u></b> - Refer to associated Crimes Code Citation for specific details -- §3122.1 Statutory Sexual Assault.	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>	<u>10 Day OSS</u> <u>45 Demerits</u>
<b><u>Tardy to Class</u></b> - Arriving after the bell to class without a pass from previous teacher.	<u>See Level 1*</u> <u>1 Demerit</u>	<u>See Level 1*</u> <u>1 Demerit</u>	<u>1 Detention*</u> <u>1 Demerit</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

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	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<p><b><u>Terroristic Threat (excluding bomb threat)</u></b> - A person communicates a threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.</p> <p><b><u>Includes:</u></b>  <b><u>Indirect Terroristic Threat</u></b> (does not specify the means and is simply a generalized statement or threat)  <b><u>Direct Terroristic Threat</u></b> (describes the means and the specific individual(s) targeted)</p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p>
<p><b><u>Theft</u></b> - A person unlawfully takes, or exercises unlawful control over, property of another with intent to deprive him thereof.</p>	<p><u>5 Day OSS</u> <u>15 Demerits</u></p>	<p><u>5 Day OSS</u> <u>15 Demerits</u></p>	<p><u>5 Day OSS</u> <u>15 Demerits</u></p>
<p><b><u>Threatening School Staff/Student</u></b> - To unlawfully place another person in fear of bodily harm through verbal threats or intimidation (physical, verbal, written, or electronic (e.g., internet) threat or intimidation) without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.</p> <p align="center"><b><u>Includes: Threatening a School Staff</u></b></p> <p align="center"><b><u>Threatening a Student</u></b></p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p> <p><u>5 Day OSS</u> <u>15 Demerits</u></p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p> <p><u>5 Day OSS</u> <u>15 Demerits</u></p>	<p><u>10 Day OSS</u> <u>45 Demerits</u></p> <p><u>5 Day OSS</u> <u>15 Demerits</u></p>
<p><b><u>Unauthorized Solicitation</u></b> - Any request or appeal, either oral or written, or any endeavor to obtain, seek or plead for funds, property, financial assistance or other thing of value, including the promise or grant of any money or property of any kind or value.</p>	<p><u>See Level 1*</u> <u>5 Demerits</u></p>	<p><u>See Level 1*</u> <u>5 Demerits</u></p>	<p><u>1 Day OSS</u> <u>5 Demerits</u></p>
<p><b><u>Unexcused Tardy to School</u></b> - Arriving after the start of the school day.</p>	<p><u>See Level 1*</u> <u>1 Demerit</u></p>	<p><u>See Level 1*</u> <u>1 Demerit</u></p>	<p><u>1 Detention*</u> <u>1 Demerit</u></p>

**EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION**

<b><u>Glossary of Disciplinary Infractions</u></b>	<b><u>Disciplinary Action/Demerits</u></b> <b><u>(See accompanying footnote page for Level 1* Action Tier</u></b> <b><u>along with additional disciplinary action steps –</u></b> <b><u>GRADES K-12)</u></b>		
	<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>	<b><u>Grades 6-12</u></b>
<b><u>Unlawful Restraint</u></b> - When one person knowingly and intentionally restrains another person without that person's consent and without legal justification.	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>	<b><u>5 Day OSS</u></b> <b><u>15 Demerits</u></b>
<b><u>Unprepared For Class</u></b> - Not having the proper books and supplies needed to participate fully in class.	<b><u>See Level 1*</u></b> <b><u>1 Demerit</u></b>	<b><u>See Level 1*</u></b> <b><u>1 Demerit</u></b>	<b><u>1 Detention*</u></b> <b><u>1 Demerit</u></b>
<b><u>Vandalism</u></b> - The unlawful desecration of a building or other structure with the intent to commit damage.	<b><u>1 Day OSS</u></b> <b><u>45 Demerits</u></b> <b><u>Restitution</u></b>	<b><u>1 Day OSS</u></b> <b><u>45 Demerits</u></b> <b><u>Restitution</u></b>	<b><u>10 Day OSS</u></b> <b><u>45 Demerits</u></b> <b><u>Restitution</u></b>
<b><u>Verbal Aggression/Altercation</u></b> - Any verbal act intended to cause harm to another person or a group of people.	<b><u>See Level 1*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Day OSS</u></b> <b><u>5 Demerits</u></b>
<b><u>Violation of Student Expression/Distribution &amp; Posting of Materials</u></b> - Publicly displaying non-school materials on school property or at school sponsored events, including, but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like without receiving prior permission from the building Principal.	<b><u>See Level 1*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Detention*</u></b> <b><u>5 Demerits</u></b>	<b><u>1 Day OSS</u></b> <b><u>5 Demerits</u></b>



**East Stroudsburg Area School District Glossary of Disciplinary  
Infractions/Actions Footnote Page**

**Level 1 Action Tier -- Grades K-5 (when noted as the Disciplinary Action on  
pages ? to ?):**

- 1<sup>st</sup> Offense – Documented warning/discussion of inappropriate behavior and parent contact within 24 hours, in addition to parent notification form.
- 2<sup>nd</sup> Offense – Documented warning and 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 lunch detention, modified instructional programming, specially designed assignment, behavior plan, denial of privileges.
- 3<sup>rd</sup> Offense – Referral to administrator for parent contact and three lunch detentions.
- 4<sup>th</sup> Offense – 1 Day ISS

**Additional Disciplinary Action Steps for Grades K-12:**

- Detention at the elementary level shall include lunch and/or after-school detention. Detention at the secondary level shall be after-school.
- Bus suspension shall be in addition to any disciplinary action taken if the incident occurred on a school bus or school vehicle.
- Students who receive any type of suspension will be prohibited from attending and/or participating in activities both during and after school for the duration of the suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detentions. No student, during the time of an external suspension will be permitted on school grounds.
- For all 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 the following actions shall apply: Ten-day external suspension; Assignment to an alternative educational setting; Police referral/action for all unlawful offenses; and Expulsion.
- **PLEASE NOTE: ANY STUDENT GRADES 6-12 WHO RECEIVES 25 DEMERITS IN A SCHOOL YEAR WILL BE EXCLUDED FROM SOCIAL EVENTS SUCH AS PROM AND CLASS TRIPS. ANY STUDENT WHO RECEIVES 45 DEMERITS IN A SCHOOL YEAR MAY RESULT IN A PRE-EXPULSION.**



## CHIP INFORMATION



### **It's Time to Head Back to Class – Are Your Kids Covered? CHIP Offers Quality Health Care for Uninsured Kids and Teens**

Backpack -- check. Pencils -- check. Lunchbox -- check. Health insurance for your kids and teens -- check? This back-to-school season, make sure your kids have all the things they need -- including quality health insurance. Pennsylvania's Children's Health Insurance Program now covers all uninsured kids and teens (up to age 19). And no family makes too much money for CHIP. Coverage includes doctor visits, dental care, eye care, prescriptions, immunizations, mental health and much more.

There are more than 133,000 uninsured children in Pennsylvania who now have access to this comprehensive health insurance coverage. All families need to do is apply!

For many families, CHIP is free, with no copays or monthly premiums. Families with higher incomes may qualify for low-cost or at-cost CHIP, which still includes the same comprehensive benefits. Families whose incomes fall below CHIP guidelines may be enrolled in Medical Assistance.

Families who need health insurance are encouraged to apply right away. CHIP enrollment information is available by visiting [chipcoverspakids.com](http://chipcoverspakids.com) or calling **800-986-KIDS** to apply or for more information.

Best wishes for a successful school year!

\*\*\*\*\*

### **Es hora de volver a la escuela - ¿Están sus hijos goza de cobertura? CHIP ofrece atención médica de calidad para no asegurados Niños y Adolescentes**

Mochila - check. Lápices - check. Lunchbox - check. El seguro de salud para sus niños y adolescentes - comprobar? En esta temporada de regreso a la escuela, asegúrese de que sus hijos tienen todas las cosas que necesitan - incluyendo el seguro de salud de calidad. Programa de Seguro de Salud Infantil de Pennsylvania cubre ahora todos los niños y adolescentes sin seguro (hasta 19 años). Y ninguna familia gana demasiado dinero para CHIP. La cobertura incluye consultas médicas, atención dental, cuidado de los ojos, las recetas, las inmunizaciones, salud mental y mucho más.

Hay más de 133,000 niños sin seguro en Pennsylvania, que ahora tienen acceso a esta cobertura de seguro de salud integral. Todas las familias deben de aplicar!

Para muchas familias, CHIP es gratuito, sin copagos ni primas mensuales. Las familias con ingresos más altos pueden tener derecho a bajo costo o al costo de CHIP, que todavía incluye los mismos beneficios integrales. Las familias cuyos ingresos caen por debajo de las directrices de CHIP pueden estar inscritos en Asistencia Médica.

Animamos a las familias que necesitan seguro de salud para aplicar de inmediato. Información de inscripción de CHIP está disponible visitando [chipcoverspakids.com](http://chipcoverspakids.com) o llamando al **800-986-KIDS** para aplicar o para más información.

Mis mejores deseos para un año escolar exitoso!

## SIGNATURE PAGE

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

You have read and understand all the rules and regulations of the ~~201819~~-201920 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)

