



**CODE OF STUDENT CONDUCT**  
**2026 – 2027**

# 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 139,000 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!

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## **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 139,000 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!

# EAST STROUDSBURG AREA DISTRICT

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# **EAST STROUDSBURG AREA DISTRICT**

## **PART 1: GENERAL PROVISIONS AND EXPECTATIONS**

### **Vision Statement**

Maximizing Today's Potential for Tomorrow's Success!

### **Mission Statement**

East Stroudsburg Area School District champions these guiding principles to support success for all:

- Ensuring safety and belonging
- Committing to inclusion
- Valuing diversity
- Uniting our communities
- Cultivating curiosity
- Fostering solution-focused thinking
- Learning without limits
- Building resilience and hope

### **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 published 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 "Students & Families" menu of the website under the heading "Student Handbooks".

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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>.

All Board Policies referenced herein are applicable in their current revisions and may be found on the ESASD website under the “Board of Education” tab - “BoardDocs” - “Enter Public Site” - “Policies”. 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.

## 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 action(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”, “Parent(s)”, or “Person in Parental Relation” shall mean the custodial biological or adoptive parent(s), noncustodial biological or adoptive parent, 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, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability 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.

Students commit the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability of another individual or group of individuals.

## **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 twenty (20) 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 using language that is kind, respectful, and conducive to creating a safe place for everyone to learn and grow.
18. Each student is responsible to ensure that classroom and exterior doors remain closed, and are not propped open, nor opened to allow someone to enter the building. Individuals should be directed to the main entrance.
19. Each student is encouraged to report to building administration any doors that do not lock.

## 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 role 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, the 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.

Teachers shall not prop open interior or exterior doors at any time. Teachers shall report to building administration any doors that do not lock.

## 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. Administrators shall monitor and ensure that no interior or exterior doors are propped open. Failure of any individual to comply will result in progressive discipline.

## 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 district guidelines, must be purchased in stores, pre-packaged in sealed, single serving sizes and must contain a complete list of ingredients on the package.

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 allergies or medications.

## ALLERGIES, SERIOUS (*Policy 210.2*)

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.

### 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.

### 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.

### 3. 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 ensure 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. Exceptions may be granted by the Superintendent as per the guidelines outlined in policy under the section entitled "Extended Bereavement Leave".
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, as well as circumstances related to homelessness, foster care and other forms of educational instability, 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 students 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. Written excuses for absences will also be accepted when uploaded through the Sapphire Community/Parent Portal. 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. All other arrangements, such as granting permission for the student to drive, must be indicated on the early dismissal request. 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.

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Enforcement of Compulsory Attendance Requirements:** When a student has accumulated 3 or more days of unexcused or illegal absences, notice shall include a description of the consequences if the student becomes habitually truant, 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. Include notice that a habitually truant student may not transfer, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of the student; and include resources available to assist the student and the person in parental relation with returning the student to compliant compulsory attendance and opportunities

for academic recovery in response to the truant behavior. 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.

While participation is not mandated, the student and the person in parental relation are encouraged to participate in the School Attendance Improvement Conference. 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 local law enforcement 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 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.

Electronic devices that have the capability to record audio and/or video shall not be used for such purposes by students unless granted permission to do so in writing by the Principal or his/her designee. Students are prohibited from recording audio and/or video in violation of any applicable law or Board Policy #815—Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology.

### 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.

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 ensure 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. Skis, ski poles, snowboards, ski boots or golf bags are NOT permitted on the bus.
13. 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 (*Policies 815, 815AR1, 815AR2, 815.1, 816, 816.1*)

### ACCEPTABLE USE POLICY STUDENT CODE OF CONDUCT STATEMENT

The East Stroudsburg Area School District's Acceptable Use of Technology Policy, # 815, ("Acceptable Use Policy") accompanying Administrative Regulations #815-AR ("Administrative Regulation"), #815-AR-2 Student Laptop Use and Security Procedures, Website Policy 815.1, 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 Regulations and Social Media Policy are always available in an electronic format on the School District's web site under the "Board of Education" tab - "BoardDocs" - "Enter Public Site" - "Policies" **THE ACCEPTABLE USE POLICY, ADMINISTRATIVE REGULATIONS 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 Regulations 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 Regulations 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 Regulations 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 Regulations 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 Regulations, 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. This policy does not relieve any district employee from mandatory child abuse reporting obligations.

## 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. No outside guests will be permitted. Students may be required to present identification. At the high school level,

- the only exception for dances will be the Senior Prom. Exceptions for the senior prom must be submitted **prior to purchasing tickets** to the Principal for approval on the “Guest Permission Form for Out of District”. Once approved, the Principal’s Office will issue a copy of the signed permission form to both the sponsoring student and the Prom Advisor. The sponsoring student will then be permitted to purchase their prom tickets.
5. Only those purchasing tickets will be admitted. Submittal of permission slips and associated activity fees must meet all deadlines to allow for proper planning.
  6. The organization sponsoring the dance shall ensure that all equipment, scenery, etc. is removed immediately following the dance so there is no interference with the normal school day or other activities requiring the use of the area in which the dance was held.
  7. Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and for the general conduct of the dance or party.
  8. For all school-sponsored dances (on or off the school premises) and parties, once people have entered the building for the dance, they may not be allowed to leave the building and re-enter.
  9. No student or guest will be permitted to enter a dance after one-half of the time elapsed.
  10. Students attending the dance are not permitted to wander around the building.
  11. Dances will not be scheduled during weeknights when school will be in session on the following day.
  12. Dances will not be scheduled during times that school is in recess as per the school calendar.
  13. An appropriate Dress Code may be established for the event by the faculty advisor of the sponsoring group or class in cooperation with the Principal.
  14. Glow-lites are not permitted at any school-sponsored dances.

## DRESS 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 Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.

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 visited or moved during the school day unless permission is obtained from an Administrator and escorted by school personnel.
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.

## 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.***

## EMERGENCY DRILLS EVACUATION (*Policy 805*)

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.

## 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 222 & 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, including but not limited to, students who willfully cause damage and/or deface school property, unpaid library or parking fines, lost or damaged textbooks, Chromebooks, and/or athletic equipment. Possession, use, or sale of tobacco and vaping products will result in a citation being issued by the school district to appear before the magistrate. Upon conviction, the pupil may be sentenced to a \$50 fine and court costs or an alternative adjudication in lieu of fine. 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 participating in High School graduation ceremonies. All overdue fines and obligations will be referred to the District Magistrate.

## 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.

The Board directs the district to annually provide, during instructional hours, a moment of silence for students and staff to observe the anniversary of September 11, 2001.

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 as of the date of this publication. Should federal regulations/funding change, all families will be notified. 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, 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 Form 229 Application to Conduct a Fundraising Activity 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 (paper and/or digital) 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 digitally or 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 digitally or on the designated form. No hall passes will be issued during the first and last twenty minutes of the school day 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. At the Intermediate and High School level, this card shall be visibly worn during the school day on a lanyard or clipped in the front of one's outer garment on the torso between the shoulders and the waist. Photo ID shall also be produced when requested by District staff upon entrance into school activities or at any time when a student's identity is in question. At the Elementary level, this card shall be on one's person, or on a lanyard at all times and shall be produced when requested by District staff. 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 a **Student-Athlete Expectations & Guidelines Handbook** 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, as well as partnering with Special Olympics to offer Unified Bocce and Unified Track & Field.

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            | Unified Track & Field |
| Volleyball, Girls' | Unified Bocce                   |                       |
| Speech and Debate  | Winter Track & Field            |                       |

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.
- Been an amateur in that sport.
- Been enrolled in and in full-time attendance at a PIAA member school, a Charter or Cyber Charter School, or be home-schooled.
- Presented consent of parent or guardian that includes a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form and completed Arbiter (formerly Family ID) Account.
- Met transfer guidelines, when applicable.
- Adhered to outside participation, out of season participation, and all-star contest guidelines when applicable.
- Met 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. ESASD BAG POLICY -- CLEAR BAGS ONLY OR SMALL CLUTCH/WRISTLET NO LARGER THAN 6.5" x 4.5". ALL OTHERS SHALL 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 surface or competition area either before, during, or after an event. Failure to comply will result in immediate removal from the event and the offender will have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.
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.

## LIBRARY SERVICES

Parents have the ability to review the full Library Catalog of books and resources available to their child(ren) in Grades K-12. Any parent wishing to restrict access to certain books and/or resources can complete a written request listing specific books/resources to the Building Principal.

## 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, and 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. **To ensure campus security and maintain an orderly educational environment, food deliveries from outside vendors are strictly prohibited. Students may not order food to be delivered to the school during operating hours. Any unauthorized deliveries will be refused or confiscated at the front office.**
4. When directed, line up inside the cafeteria for the food services lines.
5. 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.
6. 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 ensure 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 SchoolCafé. This service is a website where you can pay for meals and ala carte/snack items using your Visa, MasterCard, Discover or American Express. You can also set up low balance notifications and view your child's account history purchases/reports. Participation in this service is voluntary; you may enroll at any time.

There is a fee charged by SchoolCafé. 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 about enrolling in this program is available on the district website under the SchoolCafé tab.

## MEDICATION (*Policy 210*)

The administration of prescribed medication to a student during school hours in accordance with the direction of a person in parental relation and licensed prescriber 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.

Whenever possible, medications should be administered at home, either before or after school hours. Every effort should be made by the person in parental relation and their licensed prescriber 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.

For purposes of this Policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. 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.

Before any medication may be administered to or by any student during school hours or at school-related activities the Board shall require an "Authorization for Medication During School Hours/School Activities" form be completed by the licensed prescriber and signed by the person in parental relation, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of the medication. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. These written permissions from the person in parental relation/licensed prescriber must be submitted on an annual basis.

Medication orders are valid from the date of issuance through the day prior to the first student day of the next school year. New orders must be obtained by the person in parental relation and submitted to the Certified School Nurse or other licensed school health staff (RN/LPN). each school year from the individual's licensed prescriber by the person in parental relation prior to any medication being accepted and/or dispensed by the Certified School Nurse or other licensed school

health staff (RN/LPN). The Certified School Nurse may accept a verbal order from the student's physician only in a life threatening situation.

The "Authorization for School Medication Authorization" form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication and/or monitoring equipment name, dosage, time schedule and duration.
5. Special conditions to observe.
6. If student is qualified and able to self-carry and administer the emergency medication.
7. Instructions for field trips.
8. Licensed prescriber's name, signature, and phone number.
9. Signature of person in parental relation.

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. Over the counter medication must be provided in an original/unopened container.
3. All medications shall be brought to the nurse's office by the person in parental relation or another adult designated by the person in parental relation. Medication(s) shall not be accepted at the school by anyone other than the Certified School Nurse or other licensed health staff (RN/LPN).
4. 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 30-day supply of an individual student's medication.
5. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, time medication received, name of the person in parental relation or designated adult delivering the medication and the name of the school health personnel receiving the medication.
6. Unused medications are to be picked up by the person in parental relation 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.
7. The Certified School Nurse may refuse to administer any type of medication. The person in parental relation will be notified of this action.
8. In the absence of the Certified School Nurse, the other licensed school health staff (RN, LPN) is responsible for the administration of medication.
9. If it is necessary to administer emergency medication, the Certified School Nurse or other licensed school health staff (RN/LPN) can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.
10. The person in parental relation is responsible for informing the Certified School Nurse or other licensed school health staff (RN/LPN) of any change in the health and/or medication of students. When changes occur, the person in parental relation must return a new medication order form to the Certified School Nurse or other licensed school health staff (RN/LPN). Medication, including over-the-counter medications, will be administered only upon written order from the licensed prescriber.

11. All medications must be kept in the nurse's office. Students are not allowed to self-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.
12. Students in possession of over-the-counter, prescription or other types of medications which have not been registered with the Certified School Nurse or other licensed school health staff (RN/LPN). Will be considered to be in violation of the District's controlled substances/paraphernalia Policy and will be subject to the disciplinary action as set forth therein.
13. The District will incur NO liability for the use of unauthorized drugs or medications.
14. This Policy is in effect for all District sponsored activities and field trips.

**Student Self-Administration of 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 or other licensed school health staff (RN/LPN). 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 or other licensed school health staff (RN/LPN) 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.)**

In cases where the person in parental relation 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 person in parental relation must accept the legal responsibility should the medication/monitoring equipment be lost, given to or taken by a person other than their child. The person in parental relation 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.

**Administration of Medication During Field Trips:** The "Authorization for School Medication Administration Form" must be completed by person in parental relation when medication administration is required for a student during a field trip or other District sponsored activity.

**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 person in parental relation 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.

## NON-SCHOOL DISTRICT SPONSORED EDUCATIONAL TRIP OR TOUR (*Policy 204.2*)

The school district recognizes that occasionally students may have an opportunity to participate in a trip or educational experience outside of school during the regular school day. Policy 204.2 establishes procedures to be followed by parents when requesting approval for such an experience and criteria to be used by the administration in acting on these requests.

When a parent/guardian wishes a student's absence for a family-based nonschool district sponsored educational trip or tour to be recorded as an excused absence, a properly completed Board-approved Form 204.2 must be submitted to the building Principal at least ten (10) days prior to the beginning date of the proposed tour or trip. The school Principal shall review the request to be sure that it meets established conditions outlined in the policy.

Failure to obtain approval for an educational trip or tour, as outlined in this policy, shall result in any absence being recorded as unexcused and possibly unlawful.

In the event that the parent(s)/guardian(s) disagree(s) with the decision of the school Principal, an appeal may be made to the Superintendent for review. Any appeal sought prior to the beginning date of the student's requested absence will be considered. The Superintendent's decision shall be final.

## 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, sweatshirt, 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 dissemination 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. Behavioral Requirements:

- a. No more than 20 days of In or Out of School Suspension combined.
  - b. No behavioral infractions where the suspension will go up to the date of or beyond the prom.
2. Attendance Requirements:
  - a. No more than 15 unexcused/unlawful days of absence.
  - b. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances.
3. Obligations:
  - a. All student obligations from the current and previous ESASD school years must be fulfilled.

Only the Principal or his/her designee can grant exceptions to the above eligibility requirements.

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 and/or cyber 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.

**PRIOR TO PURCHASING TICKETS:** Any student wishing to bring an Out-of-District Guest must submit a “Guest Permission Form for Out-of-District” to the Principal for approval. Once approved, the Principal’s Office will issue a copy of the signed permission form to both the sponsoring student and the Prom Advisor. The sponsoring student will then be permitted to purchase their prom tickets.

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.

## 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 District Programs, 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. Behavioral Requirements:
  - a. No more than 4 days of In or Out of School Suspension combined in the marking period of the trip.
  - b. No behavioral infractions where the suspension will go up to the date of or beyond the trip.
2. Attendance Requirements:
  - a. No more than 4 unexcused/unlawful days of absence during the marking period of the trip.
  - b. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances.
3. Obligations:
  - a. All student obligations from the current and previous ESASD school years must be fulfilled.

Only the Principal or his/her designee can grant exceptions to the above eligibility requirements.

### 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 right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school community; encourages unlawful activity; and/or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

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

*Non-school materials* are any printed, technological or written materials, regardless of form, source or authorship, that 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, online discussion areas and digital bulletin boards, personal web sites and the like. *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 disseminate *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 dissemination. 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 dissemination. District may require that a disclaimer be included on any materials to be disseminated on school property prior to any display, posting, or distribution. Students will not be permitted to be absent from class to disseminate materials.

Students who disseminate non-school 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* shall be subject to discipline.

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 are submitted for prior review in the same manner as if the students were going to disseminate 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 disseminated to all students.

### **THREAT ASSESSMENT TEAM (Policy 236.1)**

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a threat assessment team at each school building in the district.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration; member of the Student Assistance Program team; school security personnel; law enforcement agency representatives; behavioral health professionals; suicide prevention coordinators and/or members of the crisis response/crisis intervention team; and juvenile probation professionals.

The Superintendent or designee may develop and implement administrative regulations to support the threat assessment process.

### **Reporting and Identification**

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:

1. Notify the District School Safety and Security Coordinator who will notify the Superintendent or designee of the reported threat.
2. Notify the building administration of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat. When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the District Safety and Security Coordinator who will notify the appropriate law enforcement agency and school administration.

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.

## 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 (activity, etc.).

The District uses a schoolwide, preventative approach aligned to MTSS and PBIS. Behavioral expectations are taught, modeled, and reinforced for all students. When expectations are not met, staff respond with Type 1 disciplinary actions, which focus on reteaching and reinforcing appropriate behavior, often paired with logical or natural consequences.

Teacher-led interventions may include reteaching expectations, student conferences, reflective problem-solving, brief structured time away from the setting, parent communication, and temporary loss of privileges. These strategies are designed to build skills and help students understand the impact of their behavior.

For student who are referred, administrators may also assign interventions to ensure consistency and support continued growth.

### **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 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.

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.

3.2 Bus Suspension. Transportation provided by the District is a privilege, not a right. In Pennsylvania, students are expected to follow all school bus rules and driver directions to ensure a safe and orderly environment for everyone. Riding the bus is an extension of the school day, and all school rules apply while students are at bus stops, boarding, riding, and exiting the bus. Failure to follow these rules may create unsafe conditions and disrupt the safe operation of the bus.

Students who violate bus rules may be subject to disciplinary action, including suspension of bus privileges. Bus suspensions may be assigned for a specific period of time depending on the severity and/or frequency of the behavior. After the fourth violation of bus rule and regulations, students will be issued for an extended or permanent loss of bus privileges based on the severity of the behavior and discretion of the administrator.

Parents/guardians are responsible for ensuring their child's transportation to and from school during any period of bus suspension. Should a student have an individualized education plan (IEP), they are still entitled to district-provided transportation. If a student with an IEP is issued a bus suspension as a consequence and they do not report to school on that day, the discipline consequence will be changed to an out-of-school suspension.

The District reserves the right to take additional disciplinary action, in accordance with the Student Code of Conduct, for behavior that threatens the safety or well-being of others.

3.3 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 informal 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) school 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.

3.4 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 mail. Notice shall be hand delivered by School Police when parent(s)/guardian are unable to attend the Administrative Review. 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 eighteen (18) 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 18 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 school days of the date of expulsion, parents or guardians of expelled students under 18 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) school 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.

## **BULLYING (*Policy 249*)**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Bullying** – means an intentional electronic, written, verbal or physical act, or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive and 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.

**Bullying, as defined in this policy, includes cyberbullying.**

**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 by District students.

The Board encourages students who believe they have been bullied to promptly report such incidents to the building Principal or designee.

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.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

### **Discrimination/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 or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and the Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment 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 applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

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

The School District shall 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 prevention, intervention, and education programs shall 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 others.
  2. We help students who are bullied.
  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.
- 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 themes.
- c. Individual interventions include, but are not limited to, follow up with both victims and bullies 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 prevention, intervention, and education programs.

## **CHEATING/PLAGIARISM/FORGERY/ARTIFICIAL INTELLIGENCE**

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.

The Board recognizes the capacity of Artificial Intelligence (AI) to complete many student assignments. Any student who violates these standards after receiving notification from a teacher will be subject to disciplinary action, which may include detention, suspension, or expulsion, depending on the nature of violation.

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance: North Carolina Department of Public Instruction and its work adapting the work of Dr. Leon Furze, Mike Perkins, Dr. Jasper Roe PHEA, and Dr. Jason Mcvaugh.

|   |                                  |                                                                                                                                            |                                       |
|---|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 0 | NO AI USE                        | The assignment is completed independently without the assistance of AI                                                                     | No disclosure required                |
| 1 | AI-Assisted Idea Generation      | AI is used for brainstorming and generating ideas only                                                                                     | No disclosure required                |
| 2 | AI-Assisted Editing              | AI is used to edit or refine student work, but not to generate content                                                                     | Student must disclose how AI was used |
| 3 | AI for Specified Task Completion | AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content     | Student must disclose how AI was used |
| 4 | Full AI Use with Human Oversight | AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content | Student must disclose how AI was used |

### ACCEPTABLE USE

All Students and employees shall comply with the District’s Policy on the Acceptable Use of Technology when using AI tools on school district technology. Violations of the District’s Acceptable Use Policy may result in disciplinary action against the student or employee.

## 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/PARAPHERNALIA (*Policy 227*)

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored event, and during the time spent traveling to and from school and to and from school-sponsored activities.

For purposes of this policy, **controlled substances** shall include, but not be limited to, all:

1. **Controlled substances prohibited by federal and state law** - 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.
2. **Look-alike substances** - Any pill, capsule, tablet, powder, liquid, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in a manner likely to induce others to believe the material is a controlled substance.
3. **Alcoholic beverages** - Any drink capable of being consumed containing ethanol or ethyl alcohol is an alcoholic beverage. The Beverage Act classifies all alcoholic beverages into four main categories, namely, alcohol, spirits, wine, and beer.
4. **Anabolic steroids** - Any anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances.
5. **Drug paraphernalia** - Any equipment, utensil or item which, in the school's reasonable judgment, is commonly associated with the use of propagation of a controlled substance. Examples include, but are not limited to, syringes, certain spoons, bongs, roach clips, pipes and bowls.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect similar to the effect of a controlled substance as defined by state or federal law, such as but no limited to "bath salts", herbal incense or other synthetic products containing cannabinoids.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

#### Reasonable Suspicion/Testing

If the building Principal or designee has reasonable suspicion, based on the student's behavior, medical symptoms, vital signs or observable factors, that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

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.

## DATING VIOLENCE (*Policy 252*)

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

**Dating violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents to the guidance counselor, school nurse, or another trusted adult within the school.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

## 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 including 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.

Harassment is not an excuse to initiate physical contact. Both students will be suspended for fighting and may be issued citations for disorderly conduct or based on the extent of the fight a referral to juvenile court (if under 18) for simple assault, or aggravated assault.

## GANGS (*Policy 218.4*)

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.

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 they, or others, have been subjected to hazing they should promptly report such incident to the Principal or designee. 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 or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

### 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

Prohibited Items and Prohibited Items of a Dangerous Nature. 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 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, or other non-prescribed personal transport devices;
- b) Toys, unless pre-approved as part of an assignment;
- c) Toy weapons, including but not limited to water guns, pellet guns, airsoft guns, replicas, knives and such.
- d) Cameras;
- e) Nude or semi-nude photographs, whether in print or in digital format; and
- f) Food, drink and chewing gum in non-designated areas, etc.

**Prohibited items of a Dangerous Nature** may include, but are not limited to the following:

● Incendiary Devices ● Flammable Liquids or Solvents ● Fireworks or “Snaps” ● Aerosol Sprays ● Bath Salts ● Cigarettes or any Tobacco Products ● Matches/Lighters ● Vapes/Vaping Liquids ● Alcohol ● Medications of any kind: Over the Counter/Prescription including Nicotine Patches unless the medication is brought to school and used in accordance with Policy 210 Medication as stated in this Code ● Illegal Drugs or any Drug Paraphernalia ● Studded Necklaces, Bracelets or Belts ● Scissors – Except Safety Scissors ● Knives, Box Cutters or Blades, including Pen Knives,

Craft Knives or Razors • Weapon or Firearm • Catapults/Sling Shots, Cap Guns, Pellet Guns, Nerf Guns, Water Guns , Paintball Guns & Splat Guns, BB Guns, Toy Guns •

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/paraphernalia, 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/paraphernalia, 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/paraphernalia, 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. Any student who refuses to being searched, will be disciplined for the reason behind the search as well as brazen insubordination.

*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/paraphernalia 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/paraphernalia, 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.

## 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. Students violating this rule shall be subject to disciplinary consequences as outlined in this Code of Student Conduct.

## TERRORISTIC THREATS (*Policy 218.2*)

The District recognizes the danger that terroristic threats 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 terroristic threat.

Students are prohibited from communicating terroristic threats directed at any student, employee, Board member, community member, visitor or property owned, leased or being used by the district.

*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. 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.

The Safety and Security Coordinator or designee and the threat assessment team, shall react promptly and appropriately to information or knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan. The Superintendent may develop administrative regulations to implement this policy. Any written site-specific procedures and guidelines will be available in each site's administrative offices.

Staff members and students must immediately inform the administration/threat assessment team about any information or knowledge relevant to a possible or actual terroristic threat. The school Principal shall immediately inform the Superintendent or designee and the School Safety and Security Coordinator upon receiving a report of such a threat in accordance with Board policy and administrative regulations.

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 shall be subject to a search by the school Principal or designee, 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 promptly report the incident to the Superintendent.
3. The school Principal may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to law enforcement officials, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
4. The school Principal shall immediately suspend the student.
5. The school Principal shall notify the parent/guardian of any student directly involved in an incident involving terroristic threat as a victim or suspect immediately or as soon as practicable. The Administrator shall inform the parent/guardian whether or not law enforcement has been or may be notified of the incident. The Administrator shall document attempts made to reach the parent/guardian.
6. The school Principal 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.
7. The Superintendent or designee shall develop a public statement and determine the most effective method of informing school personnel, should there be such a need.
8. An Administrative Review, shall be convened before the Superintendent, who may recommend expulsion of the student to the Board.
9. 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.
10. If a student is expelled for making terroristic threats, 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.
11. If a student is expelled for making terroristic threats, upon return to school, the student shall be subject to random searches.
12. In the case of exceptional students, District will take all steps necessary to comply with the applicable laws.

## TOBACCO (*Policy 222*)

The Board recognizes that tobacco, and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled,

- snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
  3. Any product containing, made or derived from either:
    - a. Tobacco, whether in its natural or synthetic form; or
    - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
  4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. *NOTE: This exception shall be governed by Board policy relating to Medications.*
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

*NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building and on any property, school buses, vans and vehicles that are owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

In accordance with state law, the Superintendent shall annually, by July 31, report all -incidents of possession, use and sale of tobacco and vaping product, or other e-cigarettes, in violation of this policy by any student on school property to the PA Department of Education.

A student convicted of possessing, using or selling tobacco or other nicotine/drug delivery service 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.

## DISCRIMINATION TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS (*Policy 103*)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, handicap/disability or pregnancy, childbirth or pregnancy-related medical conditions.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course, of district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building Principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building Principal.

A school employee who suspects or is notified that a student may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building Principal, as well as properly making any mandatory law enforcement or child protective services reports required by law.

If the building Principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the designated district report form attached to this policy for purposes of reporting an incident or incidents in writing; however, oral

reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building Principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported conduct is most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported conduct meet the definition of Title IX sexual harassment and is most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

### **Discrimination**

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting 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 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.

### **Title IX Sexual Harassment**

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

- a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
  - i. Length of relationship.
  - ii. Type of relationship.
  - iii. Frequency of interaction between the persons involved in the relationship.
- b. *Domestic violence* includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent for District Programs as the district's Compliance Officer and the Director of Communications and Operations as the district's Title IX Coordinator.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer and Title IX Coordinator, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures.

## USE OF METAL DETECTORS (*Policy 709.1*)

The Board recognizes the need to establish and maintain safety on school district property for all students, staff members, and visitors. No student, staff member or visitor should be subject to the inherent danger of a weapon or other dangerous contraband on school property, and it is the objective and direction of the Board that such dangers shall be minimized to the extent possible in keeping with the law. The use of metal detectors may, and it is intended to deter individuals from possessing weapons and other contraband and minimize the risk of such dangerous objects being found on district property and/or in district facilities. Random and/or daily metal detector screenings of individuals is expected to enhance safety and security procedures within the district. Therefore, all persons entering district property and/or facilities are subject to metal detector screening.

Metal detector - any handheld or walk-through metal detecting device.

**Metal detector screening** - the use of metal detectors, walk-through units or handheld wand-style units, on persons and/or their belongings entering district property and/or facilities. All persons entering district property and/or facilities are subject to metal detection. Furthermore, all persons who cause the metal detector to alarm will be subject to a progressive search until the reason for the alarm is discovered.

**Random screenings** - Random screenings are screenings that are not conducted on a regularly-scheduled basis, and are not necessitated by or premised upon a particular safety concerns or special events. The Superintendent or his/her designee or a building administrator may authorize metal detector screenings on randomly chosen days during a specified period of the day. ESASD Employees will conduct random screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct random screenings. Random metal detector screenings are an effective and necessary means of detecting and deterring the possession of weapons, and preventing its consequences, principally, student violence, from occurring on school premises.

**As-needed screenings** - the Superintendent or his/her designee or a building administrator may authorize metal detector screenings on days chosen to address particular safety concerns such as (by way of example only and not limitation) recent violence in the area of the district or on days when special events are held. As-needed screenings shall not require any particularized suspicion or reason to suspect a specific individual's violation of the school's weapons policy or possession of contraband, and as-needed screenings shall be conducted in a random, nondiscriminatory manner. ESASD Employees will conduct such screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct as-needed screenings.

**Daily screenings** - the Superintendent or his/her designee or a building administrator may authorize daily metal detector screenings. Daily screenings shall not require any particularized suspicion or reason to suspect a specific individual's violation of the school's weapons policy or possession of contraband, and the screenings shall be conducted in a random, nondiscriminatory manner. ESASD Employees (as defined previously) will conduct such screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct daily screenings.

## **Refusal of Detection Process**

In the event an individual refuses to cooperate with metal detector screening procedures, appropriate action will be taken, including but not limited to the involvement of law enforcement authorities and denial of admission to an event on school property and/or, if the individual is a student, appropriate discipline.

## **Reasonable Suspicion Search**

If a ESASD Employee has reasonable suspicion that a particular individual is in possession of an illegal or unauthorized weapon or contraband, an administrator may authorize or conduct a specific, non-randomized search of the individual and his/her personal effects which may use, but is not limited to, a hand-held or walk-through metal detector.

## **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.

**Weapon** - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school or while the student is coming to or from school.

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 or from a school or school-sponsored activity or while the student is coming to or from school, 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.

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 law enforcement
3. The Superintendent
4. The parent of any and all students involved in the incident

The Safety and Security Coordinator or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student immediately to the administration/school police, and then, to the threat assessment team, in accordance with applicable law and Board policy.

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 search a student(s) locker, clothing, book bag(s), vehicle and/or other property 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.

Upon investigation and/or confiscation of any weapon and/or look-alike weapon, the school principal or designee shall promptly report the incident to the Superintendent.

The Principal shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

The Principal shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect, as soon as practicable. The Principal shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Principal shall document attempts made to reach the parent/guardian.

The Principal in coordination with the Superintendent shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:

1. Incident occurring at a school building - Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.
2. Incident occurring at a school building that shares a campus with other school buildings - Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.
3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.

Such notification(s) must occur within twenty-four (24) hours of the incident using a method of communication likely to reach designated parents/guardians and employees, unless the circumstances of the incident necessitate otherwise.

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 this policy, 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 PA 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 annually, by July 31, to the PA Department of Education on the required form.

The Principal shall inform all students and parents/guardians of this Policy and the consequences for violation of this Policy prohibiting weapons 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, in accordance with law, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement acting in their official capacity are permitted.

In accordance with the federal law, 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 ADDITIONAL DISCIPLINARY ACTION STEPS ON PAGES 72-87.**

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | LEVEL                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b><i>Abuse of Pass/Loitering</i></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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1                                     |
| <b><i>Aggravated Assault on Staff/Student</i></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.<br><b><i>Choose from:</i></b> 1. <i>Aggravated Assault on Staff</i> or 2. <i>Aggravated Assault on a Student</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5                                     |
| <b><i>Aggravated Indecent Assault</i></b> - Refer to associated Crimes Code Citation for specific details -- §3125 Aggravated Indecent Assault.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5                                     |
| <b><i>All Other Forms of Harassment/Intimidation/Dating Violence</i></b> - Repeatedly commits acts in a manner that harasses, annoys or alarms another person.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3                                     |
| <b><i>Arson</i></b> - The unlawful damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trash can fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward the same. This category does not include a simple act of lighting a match.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5                                     |
| <b><i>Bomb Threat</i></b> - A person who communicates, either directly or indirectly, a bomb threat to: (1) commit any crime of violence that terrorizes 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5                                     |
| <b><i>Brazen Insubordination</i></b> - Bold, shameless and continual defiance of authority; refusal to obey orders. Any student who refuses a search will be disciplined for brazen insubordination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3                                     |
| <b><i>Bullying</i></b> – By law, “bullying” shall mean an electronic, written, verbal or physical 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. Bullying, as defined in policy, includes cyberbullying 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 | 3<br>(Gr. K-5)<br><br>4<br>(Gr. 6-12) |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                               | LEVEL                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 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.                                                                                                                                                                                                                                 |                                   |
| <b>Burglary</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.                                                                                                                                                                                                    | 4                                 |
| <b>Cheating</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.                                                                                                                                                                                                                                            | 2                                 |
| <b>Class Cut</b> - Absent oneself from a class or other mandatory event.                                                                                                                                                                                                                                                                                                                                                           | 1<br>(Gr. K-5)<br>2<br>(Gr. 6-12) |
| <b>Classroom Disruption</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.                                                                                                                                                                                                                                             | 1                                 |
| <b>Consensual Sexual Act</b> – An explicit, voluntary agreement between individuals to engage in sexual activity without coercion.                                                                                                                                                                                                                                                                                                 | 4                                 |
| <b>Criminal Trespass</b> – Knowingly entering or remaining unlawfully on school property, without authorization.                                                                                                                                                                                                                                                                                                                   | 3                                 |
| <b>Detention Cut</b> - Not reporting to assigned after-school detention nor securing prior permission to reschedule.                                                                                                                                                                                                                                                                                                               | 2                                 |
| <b>Dishonesty</b> – Characterized by lack of truth, honesty, or trustworthiness.                                                                                                                                                                                                                                                                                                                                                   | 1                                 |
| <b>Disobedience</b> - Not following the direction of school official(s) or someone in authority.                                                                                                                                                                                                                                                                                                                                   | 1                                 |
| <b>Disorderly Conduct</b> - Actions 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. | 3                                 |
| <b>Display/Public Affection</b> - Acts of physical intimacy such as kissing in the view of others.                                                                                                                                                                                                                                                                                                                                 | 1                                 |
| <b>Disrespect to Staff</b> - Acting rude, impolite, and lacking courtesy for a staff member.                                                                                                                                                                                                                                                                                                                                       | 2                                 |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | LEVEL |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <p><b>Dress Code Violation</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 for the third offense will be considered “Insubordination” and shall be issued disciplinary consequences. Violations for the 5th offense or more in any one school year will also carry the infraction of “Brazen Insubordination” and shall be issued disciplinary consequences.</p> | 1     |
| <p><b>Encourage/Instigate Fight</b> - Prompting, provoking, influencing, and/or triggering a fight.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2     |
| <p><b>Extortion</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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4     |
| <p><b>Failure to Disperse Upon Official Order</b> - Refusing or failing to disperse when ordered to do so by School Police, School Staff/Official engaged in enforcing or executing the law.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3     |
| <p><b>Fighting (Mutual Altercation)</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 altercation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4     |
| <p><b>Forgery</b> - Falsely making, completing, signing or altering a written document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2     |
| <p><b>Gambling</b> - The activity or practice of playing at a game of chance for money or other stakes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2     |
| <p><b>Gang Policy Violation</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.</p>                                                                                          | 5     |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | LEVEL                             |
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| <p><b>ID Badge – Failure to Produce and/or Display ID Badge (K-5)</b> – This card shall be on one’s person, or on a lanyard, at all times and shall be produced when requested by District staff.</p> <p><b>ID Badge required to be worn (Grades 6-12).</b> This card shall be visibly worn during the school day on a lanyard or clipped in the front of one’s outer garment on the torso between the shoulders and the waist. Photo ID shall also be produced when requested by District staff upon entrance into school activities or at any time when a student's identity is in question.</p> | 1                                 |
| <p><b>Inappropriate Article</b> - Items not directly associated with the educational program and reasonably necessary for the student’s participation in the school program shall NOT be brought to school or to any school activity or program.</p>                                                                                                                                                                                                                                                                                                                                               | 2                                 |
| <p><b>Inappropriate Conduct</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, including in hallways and cafeteria. Recognizing that this is a broad category, progressive discipline will be levied when there is a trend of similar behaviors.</p>                                                                                                                                             | 1<br>(Gr. K-5)<br>2<br>(Gr. 6-12) |
| <p><b>Inappropriate Use of Electronic Communications Devices</b> – Devices that are visible, used or turned on during the school day without prior permission being granted by the Principal (or designee), this includes students talking, emailing, texting and/or airdropping, or watching inappropriate videos on any device during the day.</p>                                                                                                                                                                                                                                               | 2                                 |
| <p><b>Indecent Assault</b> - Refer to associated Crimes Code Citation for specific details -- §3126 Indecent Assault.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5                                 |
| <p><b>Indecent Exposure</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.</p>                                                                                                                                                                                                                                                                                                                         | 3                                 |
| <p><b>Insubordination</b> – Continued refusal to comply with school rules and regulations or refusal to obey directions or instructions of school personnel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2                                 |
| <p><b>Involuntary Deviate Sexual Intercourse</b> - Refer to associated Crimes Code Citation for specific details §3123 Involuntary Deviate Sexual Intercourse.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5                                 |
| <p><b>Minor Altercation</b> - An incident which involves an 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).</p>                                                                                                                                                                                                                | 3                                 |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | LEVEL                             |
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| <b><i>Obscene &amp; Other Sexual Materials and Performance</i></b> - A motion picture show or other presentation or performance which, in whole or in part, depicts nudity, sexual conduct, or sadomasochistic abuse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3                                 |
| <b><i>Open Lewdness</i></b> - Any lewd act which a person knows is likely to be observed by others who would be affronted or alarmed. Lewd acts include, but are not limited to, engaging in public nudity, lewd exhibition of the genitals, or performing sexual acts on school grounds, in school vehicles or any activity sponsored, supervised, or sanctioned by the school district.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4                                 |
| <b><i>Physical Aggression/Altercation</i></b> – Any physical act which causes harm to another person or a group of people.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2<br>(Gr. K-5)<br>3<br>(Gr. 6-12) |
| <b><i>Plagiarism</i></b> - The practice of taking someone else’s work or ideas and passing them off as one’s own.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2                                 |
| <b><i>Possession, Sale, Use, or Under the Influence of Alcohol</i></b> – Any alcohol or malt beverage. Examples include, but are not limited to, beer, wine, and liquor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5                                 |
| <p><b><i>Possession of a Controlled Substance</i></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.</p> <p><b><i>Choose from: 1. Possession, Use, or Under the Influence of a Controlled Substance or 2. Sale or Distribution of a Controlled substance.</i></b></p> | 5                                 |
| <p><b><i>Possession of A Weapon</i></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. <b>Weapon</b> - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p><b><u>Include but are not limited to Possession of:</u></b></p> <p><b><i>-BB/Pellet Gun    -Handgun    -Rifle/Shotgun    -Other Firearm or Weapon Replica    - Other Weapon or Look-alike</i></b><br/> <b><i>-Explosive (Bomb, Missile, etc.)                      -Knife    -Cutting Instrument (Razor, box cutter, etc.)</i></b></p>                                                                              | 5                                 |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | LEVEL |
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| <b>Possession/Use of OTC THC Product</b> - Includes THC and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction, including, delta-7 THC, delta-8 THC, delta-9 THC or any structural, optical or geometric isomers of tetrahydrocannabinol, cannabis flower, concentrate and cannabis-infused edible and nonedible products.                                                                                                                                                                                                                                | 4     |
| <b>Possession, Use, or Sale of Tobacco &amp; Vaping Products</b> - Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking/vaping product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.). 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.<br><b>Choose from:</b> 1. Possession, Use or Sale of Tobacco or 2. Possession, Use or Sale of Vaping Products | 3     |
| <b>Profanity/Aggression Toward Staff</b> – The use of profane, obscene, or offensive language, gestures, or actions directed at a staff member. This includes verbal abuse, insults, or any hostile behavior that disrupts the learning environment or undermines the authority of school personnel.                                                                                                                                                                                                                                                                                                              | 3     |
| <b>Prohibited Item of a Dangerous Nature</b> - Items, devices, 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 be brought to school or to any school activity or program.                                                                                                                                                                                      | 3     |
| <b>Propelling a Projectile</b> - A fired, thrown, or otherwise propelled object.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2     |
| <b>Racial/Ethnic Intimidation</b> - Students commit the offense of ethnic intimidation toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.                                                                                                                                                                                                                                                                                                               | 3     |
| <b>Rape</b> - Refer to associated Crimes Code Citation for specific details -- §3121 Rape.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5     |
| <b>Reckless Endangering</b> - Conduct which places or may place another person in danger of death or serious bodily injury.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3     |
| <b>Rioting</b> - Taking part in a violent public disturbance intended to impede or disrupt school operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5     |
| <b>Robbery</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.                                                                                                                                                                                                                                                                                                                                                     | 4     |
| <b>Sexual Assault</b> - Refer to associated Crimes Code Citation for specific details -- §3124.1 Sexual Assault.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5     |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | LEVEL  |
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| <b>Sexual Harassment-Title IX</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.                                                                                                                                                                                                                                                       | 3      |
| <b>Simple Assault on Staff/Student</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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5      |
| <b>Stalking</b> - A person engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, which places such person in reasonable fear of bodily injury or to cause substantial emotional distress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4      |
| <b>Statutory Sexual Assault</b> - Refer to associated Crimes Code Citation for specific details -- §3122.1 Statutory Sexual Assault.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5      |
| <b>Tardy to Class</b> - Arriving after the bell to class without a pass from the previous teacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1      |
| <p><b>Terroristic Threat (excluding bomb threat)</b> - A person communicates a threat to: (1) commit any crime of violence that terrorizes 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>Choose from:</b> Level 4-Infraction based on whether it is a broad statement of intent to harm an individual <b>OR</b> Level 5-Infraction based on a specific, declared statement with intent to commit violence, to cause terror, panic, or evacuation.</p> | 4 or 5 |
| <b>Theft</b> - A person unlawfully takes, or exercises unlawful control over, property of another which deprives him thereof.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3      |
| <p><b>Threatening School Staff/Student</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><b>Choose from:</b> 1. Threatening School Staff or 2. Threatening School Student</p> <p><b>A THREAT ASSESSMENT MUST ALSO BE COMPLETED IN ADDITION TO THE DISCIPLINARY ACTION</b></p>                                                                                                                                                                                                 | 4      |

| GLOSSARY OF DISCIPLINARY INFRACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                         | LEVEL |
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| <b>Unauthorized Solicitation</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.                                                                                                                                                                                                  | 2     |
| <b>Unlawful Restraint</b> - When one person restrains another person without that person's consent and without legal justification.                                                                                                                                                                                                                                                                                                                                          | 3     |
| <b>Unprepared For Class</b> - Not having the proper instructional materials including but not limited to: books, supplies, and/or charged Chromebook needed so as to participate fully in class.                                                                                                                                                                                                                                                                             | 1     |
| <b>Vandalism</b> - The unlawful desecration of a building or other structure.                                                                                                                                                                                                                                                                                                                                                                                                | 3     |
| <b>Verbal Aggression/Altercation</b> - Any verbal act that causes harm to another person or a group of people.                                                                                                                                                                                                                                                                                                                                                               | 2     |
| <b>Violation of Acceptable Use of Technology Policy</b> - Accessing, sharing, or creating inappropriate content; violating copyright laws; sharing personal or confidential information without permission; using technology to harass, bully, or threaten others; installing unauthorized software or bypassing security measures or using personal devices during school hours without permission.                                                                         | 3     |
| <b>Violation of Audio &amp; Video Recording on School Property and School District Buses/Vehicles</b> – Electronic devices that have the capability to record audio and/or video being used by students in violation of applicable law and Board Policy #815; including the misuse of devices that negatively impacts other people, or defames their reputation to include inappropriate recording and/or posting of staff and students within the school environment.       | 3     |
| <b>Violation of Bus Rules &amp; Regulations</b> – Any behavior deemed inappropriate, distracting, or unsafe in a moving environment. Any bus suspension connected to an OSS infraction is to start at the completion of the OSS. Any absence related to a student not being bused into school will be considered unlawful.                                                                                                                                                   | 1     |
| <b>Violation of Student Expression/Dissemination of Non-School Materials</b> - Publicly disseminating 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. | 1     |

## LEVEL 1 INFRACTIONS/DISCIPLINARY ACTION

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"> <li>• Abuse of Pass / Loitering</li> <li>• Class Cut (Grades K-5)</li> <li>• Classroom Disruption</li> <li>• Dishonesty</li> <li>• Disobedience</li> <li>• Display/Public Affection</li> <li>• Dress Code/ID Badge Violation*</li> <li>• Inappropriate Conduct (Grades K-5)</li> <li>• Tardy to Class</li> <li>• Unprepared for Class</li> <li>• Violation of Bus Rules and Regulations♦</li> <li>• Violation of Student Expression /Dissemination of Non-School Materials</li> </ul> <p style="text-align: center;">PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENTS WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.</p> | <p><b><u>Grades K -5</u></b></p> <p><b>1st Offense</b> – Documented warning, discussion of inappropriate behavior, teacher parent phone call within 24 hours</p> <p><b>2nd Offense</b> – Documented warning, teacher interventions including, but not limited to, conference with student, parent phone call/conference within 24 hours, conference with school counselor, reflection sheet, behavior plan, restriction of privileges/50% of recess.</p> <p><b>3rd Offense</b> – Teacher/parent phone call/conference, lunch detention/restriction of privileges</p> <p><b>4th Offense</b> – Teacher/parent phone call/conference/See Level 2 Infraction</p> <p><b><u>Grades 6 - 8</u></b></p> <p><b>1st Offense</b> – Documented warning</p> <p><b>2nd Offense</b> – 1 Detention</p> <p><b>3rd Offense</b> – 2 Detentions</p> <p><b>4th Offense</b> – 1 Day ISS</p> <p><b><u>Grades 9 - 12</u></b></p> <p><b>1st Offense</b> – 1 Detention</p> <p><b>2nd Offense</b> – 2 Detentions</p> <p><b>3rd Offense</b> – 1 Day ISS</p> <p><b>4th Offense</b> – 1 Day OSS</p> <p><b><u>*Dress Code/ID Badge Violation</u></b> –Student can change clothes or spend the day in ISS. Third offense will be considered Insubordination (See Level 2). Fifth offense will be considered Brazen Insubordination (See Level 3).</p> <p><b><u>♦Violation of Bus Rules &amp; Regs shall include:</u></b></p> <p style="text-align: center;">1st Offense: Written warning<br/> 2nd Offense: 1 Day Bus Suspension<br/> 3rd Offense: 3 Day Bus Suspension<br/> 4th Offense: 5 Day Bus Suspension<br/> 5<sup>th</sup> Offense: See Type 3.2 Exclusion- Page 47.</p> |

## LEVEL 2 INFRACTIONS/DISCIPLINARY ACTION

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ul style="list-style-type: none"> <li>• Cheating – <i>0% on grade along with disciplinary action</i></li> <li>• Class Cut (Grades 6-12)</li> <li>• Detention Cut</li> <li>• Disrespect to Staff</li> <li>• Encourage/Instigate Fight</li> <li>• Forgery</li> <li>• Gambling</li> <li>• Inappropriate Article</li> <li>• Inappropriate Conduct (Grades 6-12)</li> <li>• Inappropriate Use of Electronic Communications Devices*</li> <li>• Insubordination</li> <li>• Physical Aggression/Altercation (Grades K-5)</li> <li>• Plagiarism – <i>0% on grade along with disciplinary action</i></li> <li>• Propelling a Projectile</li> <li>• Unauthorized Solicitation</li> <li>• Verbal Aggression/Altercation</li> </ul> <p style="text-align: center;">*Loss of district device.</p> <p>PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENTS WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.</p> | <p><b><u>Grades K-5</u></b></p> <p><b>1st Offense</b> – Teacher/parent phone call and referral to administrator for a lunch detention.</p> <p><b>2nd Offense</b> – Teacher/parent phone call and referral to administrator for 1 day lunch (Gr. K-2) / after-school detention (Gr. 3-5).</p> <p><b>3rd Offense</b> – Teacher/parent phone call and referral to administrator for 2-day lunch Gr. K-2) / after-school detention (Gr. 3-5).</p> <p><b>4th Offense</b> – Teacher/parent phone call/See Level 3 Infraction</p> <p><b><u>Grades 6 - 12</u></b></p> <p><b>1st Offense</b> – 1 Day ISS</p> <p><b>2nd Offense</b> – 1 Day OSS</p> <p><b>3rd Offense</b> – 3 Day OSS</p> <p><b>4th Offense</b> – See Level 3</p> <p><u>Note:</u> Should any of these infractions violate the law, there will be a referral to East Stroudsburg Area School District Police or the jurisdictional authority. The law enforcement agency will make a determination if a citation is appropriate.</p> |

## LEVEL 3 INFRACTIONS/DISCIPLINARY ACTION

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>• All Other Forms of Harassment/Intimidation/Dating Violence</li> <li>• Brazen Insubordination</li> <li>• Bullying (Grades K-5)</li> <li>• Criminal Trespass</li> <li>• Disorderly Conduct</li> <li>• Failure to Disperse Upon Official Order</li> <li>• Indecent Exposure</li> <li>• Minor Altercation</li> <li>• Obscene &amp; Other Sexual Materials and Performance</li> <li>• Physical Aggression/Altercation (Grades 6-12)</li> <li>• Possession, Use, or Sale of Tobacco &amp; Vaping Products</li> <li>• Profanity/Aggression Toward Staff</li> <li>• Prohibited Item of a Dangerous Nature</li> <li>• Racial/Ethnic Intimidation</li> <li>• Reckless Endangering</li> <li>• Sexual Harassment-Title IX</li> <li>• Theft</li> <li>• Unlawful Restraint</li> <li>• Vandalism</li> <li>• Violation of the Acceptable Use of Technology Policy (AUP)</li> <li>• Violation of Audio &amp; Video Recording on School Property &amp; School District Buses &amp; Vehicles</li> </ul> <p>PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENTS WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.</p> | <p><b><u>Grades K-5</u></b></p> <p><b>1st Offense</b> –1 Day OSS<br/> <b>2nd Offense</b> – 1 Day OSS<br/> <b>3rd Offense</b> – See Level 4</p> <p><b><u>Grades 6 - 8</u></b></p> <p><b>1st Offense</b> – 3 Day OSS<br/> <b>2nd Offense</b> – 5 Day OSS<br/> <b>3rd Offense</b> – 10-Day OSS<br/> <b>4th Offense</b> – See Level 4</p> <p><b><u>Grades 9 - 12</u></b></p> <p><b>1st Offense</b> – 5 Day OSS<br/> <b>2nd Offense</b> – 10 Day OSS<br/> <b>3rd Offense</b> – See Level 4</p> <p><u>Note:</u> Should any of these infractions violate the law, there will be a referral to East Stroudsburg Area School District Police or the jurisdictional authority. The law enforcement agency will make a determination if a citation is appropriate.</p> |

## LEVEL 4 INFRACTIONS/DISCIPLINARY ACTION

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"> <li>• Bullying (Grades 6-12)</li> <li>• Burglary</li> <li>• Consensual Sexual Act</li> <li>• Extortion</li> <li>• Fighting (Mutual Altercation)</li> <li>• Open Lewdness</li> <li>• Possession of OTC THC</li> <li>• Robbery</li> <li>• Stalking</li> <li>• Terroristic Threat (excluding bomb threat)-(broad statement of intent to harm an individual)</li> <li>• Threatening School Staff/Student</li> </ul> <p>PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENTS WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.</p> | <p><b><u>Grades K - 5</u></b></p> <p><b>1st Offense</b> – 3 Day OSS<br/> <b>2nd Offense</b> – 5 Day OSS<br/> <b>3rd Offense</b> – 10 Day OSS</p> <p><b><u>Grades 6 - 12</u></b></p> <p><b>1st Offense</b> – 10 Day OSS</p> <p><b>2nd Offense</b> – 45 Day<br/>Expulsion</p> <p><b>3rd Offense</b> – 90 Day<br/>Expulsion</p> <p><b>4th Offense</b> – 365 Day<br/>Expulsion</p> <p style="text-align: center;"><b>* Committing a second Level 4 infraction within the same school year may also result in a recommendation for expulsion based on policy.</b></p> <p><u>Note:</u> Should any of these infractions violate the law, there will be a referral to East Stroudsburg Area School District Police or the jurisdictional authority. The law enforcement agency will make a determination if a citation is appropriate.</p> |

## LEVEL 5 INFRACTIONS/DISCIPLINARY ACTION

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Disciplinary Action                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Bomb Threat/Terroristic Threat</b> (Communicating a threat -a specific, declared statement with intent to commit violence, to cause terror, panic, or evacuation)<sup>1,2</sup></li> <li>• Violating the Code of Student Conduct by committing a second Level 4 Infraction within the same school year</li> </ul>                                                                                                                                                                                                                                                              | <b><u>45-Day Expulsion</u></b>                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• <b>Controlled Substance</b> (Acting Under the Influence)<sup>1,2,3</sup></li> <li>• <b>Gang Policy Violation</b> (Claimed membership for the purpose of intimidation)<sup>1,2</sup></li> <li>• <b>Rioting</b> (Committing/Attempting violent public disturbance intended to impede or disrupt school operations)</li> <li>• <b>Simple Assault/Indecent Assault</b> (Committing/Attempting)</li> <li>• Violating the Code of Student Conduct on a continual basis by committing any offense from the 45-School Day Expulsion section a second time in a 12-month period</li> </ul> | <b><u>90-Day Expulsion</u></b>                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• <b>Aggravated Assault/Aggravated Indecent Assault</b> (Committing/Attempting)</li> <li>• <b>Arson</b></li> <li>• <b>Controlled Substance</b> (Possessing and/or using)<sup>1,2,3</sup></li> <li>• <b>Gang Policy Violation</b> (Gang Membership/Activities)<sup>1,2</sup></li> <li>• <b>Possession of a Weapon</b><sup>1,2</sup></li> <li>• Violating the Code of Student Conduct on a continual basis by committing any offense from the 90-School Day Expulsion section a second time in a 12-month period.</li> </ul>                                                          | <b><u>365-Day Expulsion</u></b>                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• <b>Controlled Substance</b> (Distributing/Selling)</li> <li>• <b>Terroristic Act</b> (Committing)</li> <li>• <b>Unlawful Sexual Offense</b> (Committing against another person)</li> <li>• <b>Weapon</b> (Brandishing, Use or Transfer/Receipt)</li> <li>• Violating the Code of Student Conduct on a continual basis by committing any offense from the 365-School Day Expulsion section a second time in a 12-month period.</li> </ul>                                                                                                                                          | <b><u>Permanent Expulsion</u></b>                                                                                                                                                                                                                                 |
| <p>PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENTS WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.</p> <p><i>Modifications to individual expulsion terms may be recommended at the discretion of the Superintendent.</i></p>                                                                                                                                                                                                                                                                                                                     | <p><u>Note:</u> Should any of these infractions violate the law, there will be a referral to East Stroudsburg Area School District Police or the jurisdictional authority. The law enforcement agency will make a determination if a citation is appropriate.</p> |
| <p><sup>1</sup> 10-Day Out of School suspension for first-time offenders in Grades K-5 may be recommended by the Superintendent, subject to proper evaluation prior to return to school, counseling upon return to school, and the approval of the Board of Education, where required.</p> <p><sup>2</sup> Subject to random searches upon return to school.</p> <p><sup>3</sup> Subject to successful completion of alternative education/counseling program for substance abuse prior to return to school.</p>                                                                                                           |                                                                                                                                                                                                                                                                   |

| <b>EAST STROUDSBURG AREA CYBER ACADEMY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Infraction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Disciplinary Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Class Cut (Grades K-5)</li> <li>• Classroom Disruption</li> <li>• Dishonesty</li> <li>• Disobedience</li> <li>• Display/Public Affection</li> <li>• Dress Code Violation</li> <li>• Inappropriate Conduct (Grades K-5)</li> <li>• Violation of Bus Rules and Regulations</li> <li>• Violation of Student Expression /Dissemination of Non-School Materials</li> </ul>                                                                                                                                                                                                                                                             | <p><b>1st Offense</b> – Teacher provides a warning with discussion of inappropriate behavior</p> <p><b>2nd Offense</b> – Documented warning, Teacher/parent phone call/conference</p> <p><b>3rd Offense</b> – Teacher interventions including, but not limited to, conference with student/program director, conference with school counselor, reflection sheet, restorative circle, or behavior plan.</p> <p><b>4th Offense</b> – Must meet with the ESACA Director, parent/guardian and the student to discuss the issue. Reparations such as receive a “0” on the assignment if cheating, marked absent for class cut, or restriction of privileges such as loss of bus privilege, Google Chat, In-person gym/walks, etc.</p> |
| <p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Cheating – 0% on grade along with disciplinary action</li> <li>• Class Cut (Grades 6-12)</li> <li>• Disrespect to Staff</li> <li>• Encourage/Instigate Fight</li> <li>• Forgery</li> <li>• Gambling</li> <li>• Inappropriate Article</li> <li>• Inappropriate Conduct (Grades 6-12)</li> <li>• Inappropriate Electronic Communications Devices*</li> <li>• Insubordination</li> <li>• Physical Aggression/Altercation (Grades K-5)</li> <li>• Plagiarism – 0% on grade along with disciplinary action</li> <li>• Propelling a Projectile</li> <li>• Unauthorized Solicitation</li> <li>• Verbal Aggression/Altercation</li> </ul> | <p><b>1st Offense</b> – Referral to ESACA Director for a documented warning/discussion of inappropriate behavior; parent contact within one school day</p> <p><b>2nd Offense</b> – Must meet with the ESACA Director, parent/guardian and the student to discuss the issue. Reparations such as loss of privileges in learning lab or online meetings, Google Chat, In-person gym/walks, etc. Other consequences could include direct restitution or community service.</p> <p><b>3rd Offense</b> – 1 - 3 Days of OSS</p> <p><b>4th Offense</b> – See Level 3</p>                                                                                                                                                                |

## EAST STROUDSBURG AREA CYBER ACADEMY—continued

| Infraction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Level 3</u></b></p> <ul style="list-style-type: none"> <li>• All Other Forms of Harassment/Intimidation/Dating Violence</li> <li>• Brazen Insubordination</li> <li>• Bullying (Grades K-5)</li> <li>• Criminal Trespass</li> <li>• Disorderly Conduct</li> <li>• Indecent Exposure</li> <li>• Minor Altercation</li> <li>• Obscene &amp; Other Sexual Materials and Performance</li> <li>• Physical Aggression/Altercation (Grades 6-12)</li> <li>• Possession, Use, or Sale of Tobacco &amp; Vaping Products</li> <li>• Profanity/Aggression Toward Staff</li> <li>• Prohibited Item of a Dangerous Nature</li> <li>• Racial/Ethnic Intimidation</li> <li>• Reckless Endangering</li> <li>• Sexual Harassment-Title IX</li> <li>• Theft</li> <li>• Unlawful Restraint</li> <li>• Vandalism</li> <li>• Violation of Audio &amp; Video Recording on School Property &amp; School District Buses &amp; Vehicles</li> <li>• Violation of the Acceptable Use of Technology Policy (AUP)</li> </ul> | <p><b>1st Offense</b> –Must meet with the ESACA Director, parent/guardian and the student to discuss the issue. Reparations such as loss of privileges in learning lab or online meetings, Google Chat, In-person gym/walks, etc. Other consequences could include direct restitution or community service.</p> <p><b>2nd Offense</b> – 10 Day OSS</p> <p><b>3rd Offense</b> – See Level 4</p> |
| <b>Level 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Remain the same as brick and mortar.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Level 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Remain the same as brick and mortar.                                                                                                                                                                                                                                                                                                                                                           |

## **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.

## **CHILD FIND**

In compliance with state and federal law, notice is hereby given by the East Stroudsburg Area School District (District) that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly being in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed

Instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness/visual impairment
3. Deaf/Blindness
4. Deafness/hearing impairment
5. Intellectual Disability
6. Multi-disabilities
7. Traumatic brain injury
8. Other health impairment
9. Orthopedic impairment
10. Emotional disturbance
11. Specific learning disability
12. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programming, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as a parent, may request screening and evaluation at any time, whether or not your child is in the District's public school program. Requests for screening and multidisciplinary evaluation are to be made in writing to the Principal of your child's school or to the Special Education Department, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

If a pre-school child is suspected of being eligible for early intervention, evaluation and services are provided through the Colonial Intermediate Unit #20. Information can be obtained by calling (610) 252-5550 and asking for the preschool department.

For further information on the rights of parents and children, provision of services, evaluation and screening contact:

Pupil Services/Special Education Office  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg PA 18301  
570-424-8500

## **CRISIS, MENTAL HEALTH AND SERVICE RESOURCES**

### **Student Assistance Program**

The student assistance program (SAP) provides appropriate counseling and support services for students who are at risk for potentially harmful behaviors. The program is designed to assist school personnel to identify issues, including alcohol, drugs, mental health, abuse and others, that pose a barrier to a student's learning and school success. Student assistance is not a treatment program; it is a systematic process to mobilize school resources to remove learning barriers.

The core of the program is a professionally trained team, including school staff and liaisons from community agencies, who process issues based upon the state guidelines, professional standards and policies and procedures adopted by the local board of directors. Student assistance program team members are trained to identify problems and make recommendations to assist the student and the parent(s)/guardian(s). **To make a referral, please go to your child's building website, scroll down to Links and Information and click on the MTSS/SAP Referral Form.**

### **Multi-Tiered System of Supports**

Pennsylvania's Multi-Tiered System of Support (MTSS) is a standards-aligned, comprehensive school improvement FRAMEWORK for enhancing academic, behavioral and social-emotional outcomes for ALL students.

### **Pocono Mountains United Way**

The mission of Pocono Mountains United Way is to build partnerships to improve lives and provide solutions to those struggling with life's challenges. <https://poconounitedway.org/get-help/>

### **211 Pennsylvania Resource Directory**

Pennsylvania's resource database for housing, food, mental health, legal, family, transportation services and more. Phone: 211 <http://pa211ne.org/>

### **Mental Health in PA**

The Department of Human Services provides an extensive list of mental health services and providers in PA. PA Support & Referral Helpline: 1-855-284-2494  
<https://www.dhs.pa.gov/Services/Mental-Health-In-PA/Pages/default.aspx>

### **The Substance Abuse and Mental Health Services Administration (SAMHSA)**

Resources for drug and alcohol treatment, disasters, violence, and traumatic events. SAMHSA's National Helpline: 1-800-662-4357 <https://www.samhsa.gov/find-help/disaster-distress-helpline/coping-tips>

### **Carbon-Monroe-Pike Mental Health and Developmental Services**

24 Hour Mental Health Crisis Hotline Local: 570-992-0879/ Toll Free: 1-800-849-1868  
<http://www.cmpmhds.org/>

### **Crisis Text Line**

Text HOME to 741741 for free, 24/7 crisis counseling.  
<https://www.crisistextline.org/>

### **National Suicide Prevention Lifeline**

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Toll Free: 1-800-273-8255  
<https://suicidepreventionlifeline.org/>

## **Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]**

Dear Parent(s)/Legal Guardian(s):

Your child attends the East Stroudsburg Area School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At East Stroudsburg Area School District, we are very proud of our teachers for their commitment to provide every child with a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives support from a paraprofessional. If your child receives this support, you may also request information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's Principal. Thank you for your continued support.

## SAFE2SAY SOMETHING PROGRAM



The East Stroudsburg Area School District (ESASD) is committed to the safety and well-being of our students and educators. We believe this commitment includes the implementation of programs that involve parents, teachers, support staff, administrators, local law enforcement, mental health & wellness professionals, and elected officials to take meaningful action to protect our students, staff, and community.

As a part of that effort, ESASD is joining districts across the Commonwealth in rolling out the Safe2Say Something (S2SS) program. Recently mandated by Pennsylvania State law, S2SS is an anonymous reporting system designed to help students and staff to recognize the warning signs and signals (especially on social media) of individuals who may be a threat to themselves or others. The S2SS program trains students and school staff members to treat every warning sign seriously and to act quickly to get help by talking to a trusted adult and/or by reporting it anonymously via phone, mobile app, or website to the Pennsylvania S2SS Crisis Center. District Administration will be trained to respond to and manage tips that are submitted in coordination with state and local law enforcement officials.

S2SS is based on a three-step system:

- An anonymous tip is submitted via one of the following options:
  1. Website: <https://www.safe2saypa.org/>
  2. **Tipline: 1-844-SAFE2SAY**
  3. Mobile App for Apple and Android Devices
- All calls and tips are received by the 24/7 S2SS Crisis Center.
  1. A S2SS Crisis Center analyst receives and reviews tip information.
  2. The tip is triaged and categorized as either life safety or non-life safety.
  3. The tip is then sent to school officials and law enforcement (as needed) via text, email, and/or phone call.
- School officials and law enforcement intervene and/or offer assistance.
  1. School officials and law enforcement (as needed) investigate, assess, and intervene with reported at-risk individuals.
  2. School officials report their outcomes into the Safe2Say Something platform and close out the tip, ensuring accountability for every tip submitted.

The S2SS program is funded and managed by the Pennsylvania Attorney General's office through a partnership with Sandy Hook Promise, a national non-profit organization working to improve school safety.