

CONESTOGA HIGH SCHOOL

CODE OF STUDENT CONDUCT

See Tredyffrin/Easttown School District [Policy 5401 and Regulation 5401](#)(StudentDiscipline)

Updates for the 2019-2020 school year are highlighted for quick reference

PHILOSOPHY

The goal of Conestoga High School is to provide the best possible educational experience for each student. The instructional program, curriculum alternatives, interscholastic sports, and co-curricular activities offer many opportunities for student success. Coupled with the advantages of these educational opportunities is the need for students to assume personal responsibility for their behavior. Students share with the school community responsibility for developing a school climate that is conducive to learning and living.

The Conestoga High School Code of Student Conduct is based upon this responsibility. Understanding the information that follows is an essential responsibility of each student.

RIGHTS AND RESPONSIBILITIES:

Students at Conestoga High School have:

THE RIGHT to function in a positive learning and working environment free from undue disturbances.

THE RESPONSIBILITY to understand and accept that student learning is the primary purpose of our school and to behave in a manner that promotes opportunities for optimal teaching and learning.

THE RIGHT to have a safe school environment.

THE RESPONSIBILITY to respect the right of others to have a safe school environment.

THE RIGHT to have individual beliefs, ideas, cultural and religious practices and differences respected.

THE RESPONSIBILITY to be accepting of the uniqueness of others.

THE RIGHT to be treated with courtesy, fairness and respect.

THE RESPONSIBILITY to treat others with courtesy, fairness and respect.

THE RIGHT to have property respected.

THE RESPONSIBILITY to respect and secure private and public property.

THE RIGHT to participate fully in school life when all the established requirements have been met.

THE RESPONSIBILITY to ensure that participation in all aspects of school life is open to all eligible students.

THE RIGHT to a clear understanding of what is expected of them.

THE RESPONSIBILITY to know their role in the school community and to help others to understand their role.

THE RIGHT to be heard in cases involving the application of academic or disciplinary regulations.

THE RESPONSIBILITY to understand and utilize the school's procedures for resolving concerns, conflicts and disagreements.

THE RIGHT to express themselves in accordance with applicable law.

THE RESPONSIBILITY to ensure that their expression does not materially and substantially interfere with the educational process and/or another's rights, threaten serious harm to the school or community, encourage unlawful activity, ethically compromise another's confidential trust, or violate the standards of libel, slander or obscenity.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

LISTED BELOW ARE SOME OF THE CONSEQUENCES THAT STUDENTS CAN EXPECT TO RECEIVE WHEN THEY DEMONSTRATE INAPPROPRIATE BEHAVIOR, IN VIOLATION OF THE CODE OF STUDENT CONDUCT OR THIS STUDENT HANDBOOK.

TEACHER DETENTION (TD)

Teachers assign and monitor Teacher Detentions. These detentions are usually assigned for violating the teacher's classroom standards for academic and/or social behavior. Students are responsible for transportation needs. Failure to report to a teacher detention may result in referral to the administration for possible imposition of additional discipline.

AFTER SCHOOL DETENTION (SD)

School detentions are held in designated rooms at Conestoga from **3:00 PM to 3:45 PM** Monday through Thursday. Students are responsible for transportation needs. Students must report to detention at or before 3:00, remain silent, stay awake, work quietly, refrain from eating and drinking, and cooperate with proctors in order to avoid additional detentions. Any disruptive behavior resulting in the student's removal from school detention will result in assignment to Evening Supervised Study. Failure to attend an assigned School Detention will result in the assignment of one (1) additional School Detention or an ESS.

EVENING SUPERVISED STUDY (ESS)

Evening Supervised Study is held in designated rooms at Conestoga from **3:00 PM to 5:00 PM** on Monday through Thursday. Students/parents are responsible for transportation needs. Students must arrive on time with sufficient study materials to work silently for the full session. Dismissal from ESS for misbehavior will result in additional sessions of Evening Supervised Study. Failure to attend an assigned ESS will result in an additional session of ESS or a Saturday Detention.

SATURDAY DETENTION (SAT)

Saturday Detention is held at Conestoga in room 140 from 8:00 AM to 12:00 noon, with a 10-minute break at 10:00 AM. Students/parents are responsible for transportation needs. Students are not permitted to leave the building during the break. Students must arrive on time with sufficient study materials to work silently for the full session. Failure to cooperate in successfully completing a Saturday detention will result in further disciplinary action. Students who leave early from Saturday detention without administrative permission will be rescheduled for a full session.

Any student who chooses not to attend a Saturday detention will be assigned one (1) additional Saturday detention for the first offense and may be suspended from school for each subsequent offense.

EXTERNAL/OUT OF SCHOOL SUSPENSION (OSS)

Denying a student the privilege of attending class for even a short time is a measure reserved for serious or chronic infractions. During external suspension or out of school suspension (OSS), the student remains home under the supervision of a parent or guardian. The student's **attendance record will register external suspension** days as "excused." Every effort will be made to provide assignments and materials for students use during the period of suspension. The time period for external suspension starts at the moment of exclusion and continues through the school day (2:50) of the date set for the suspension's ending. During external suspension, the student may not appear on school property, even during off-school hours, intervening weekends and recesses, and all school activities. Upon return to school, the parent and student may be required to conference with an administrator and the student's counselor to devise a personal corrective plan. Additional personnel may attend as appropriate (e.g. school psychologist, school nurse, CARE Team). If the period of suspension is more than three days, the student is entitled to an informal hearing at the request of a parent/guardian. The informal hearing will follow due process requirements. If information provided at the informal hearing should change the length of the suspension, the student and his/her parent or guardian will be notified both verbally and in writing.

EXPULSION

Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to maintaining "a school climate that encourages learning." ([Reference Policy 5401](#))

RESCHEDULING OF SCHOOL DETENTIONS, EVENING SUPERVISED STUDIES (ESS) OR SATURDAY DETENTIONS

A phone call or written note/email from a parent or legal guardian **must** be presented to the appropriate grade level Assistant Principal's office **prior to** the date/time of detention in order for the detention to be rescheduled. If notification is not received prior to scheduled detention, additional sessions of detention may be assigned.

BEHAVIOR GUIDELINES

For most instances in which it is believed that an infraction has occurred, the classroom teacher will address the student first and may also notify the parents/guardians. When appropriate, the matter will be referred to the grade level administrator for continued action.

ACADEMIC HONESTY (PLAGIARISM, CHEATING, AND ELECTRONIC DEVICES DURING TESTING)

Mission Statement: The Conestoga High School community believes that academic integrity is central to our mission as an institution of learning. The students, staff, and families will share responsibility for maintaining an environment of honest scholarship.

Plagiarism is the practice of copying words, sentences, images or ideas for use in a written or oral assignment or examination, and not giving proper credit or attribution to the source. **Plagiarism** is a serious offense. The person who completes the work deserves the credit for the effort. Plagiarizing not only denies the proper credit to the individual who did the work, but it dishonestly usurps the material. **Cheating** is the practice of acquiring or providing information about the content of instructional materials used in the assessment of student achievement in order to gain or to give an unfair advantage on the assessment. **Electronic Devices are prohibited during test administration. Students are required to stow phones in their bag/backpack.**

Action: Upon determination of cheating or plagiarism the student(s) involved in the incident will be assigned a grade of zero for that assessment instrument (e.g., quiz, report, project, etc.). After the teacher has discussed the incident with the student, the infraction will be referred to the grade level administrator for review. Disciplinary action may involve Evening Supervised Study (ESS), Saturday detention or external suspension, as well as a zero for the assignment. Violations of the Academic Integrity Policy may impact participation in honor societies.

ASSAULT, PHYSICAL

Students may not physically attack or batter another person. No student or group may deliberately frighten, disturb, or inhibit another person through threatening behavior of any nature.

Action: A first offense will carry a minimum of five days of external suspension (OSS), a conference with parents and notification of police authorities of the incident. Alternative education placement will be considered. A second offense will result in a recommendation for a ten-day external suspension, recommendation for expulsion and referral to police authorities. Students may be asked to complete a risk assessment. ([Reference Policy 5401](#))

ASSAULT, VERBAL/THREATS/INTIMIDATION

Verbal assault, a particularly insidious form of harassment, is the threat to injure another person physically. No student or group may deliberately frighten, disturb or intimidate another person.

Action: Verbal assaults against staff members, other students or members of the school community will not be tolerated. Depending on their seriousness and frequency, verbal assaults may result in a parent conference, Evening Supervised Study, privilege loss or delay, external suspension, and/or a recommendation for expulsion. Students may be asked to complete a risk assessment. Police may be notified. Repeated offenses may result in additional disciplinary action. ([Reference Policy 5401](#))

ASSEMBLIES

Assemblies are generally held in the auditorium or gymnasium. Attendance at school-wide assemblies is required; unassigned periods may be pre-empted by assembly programs. Inappropriate responses to productions are not permitted.

Action: Students who do not report to an assembly will be considered to be cutting the class during which the program is held. Therefore, the class cut policy will be in effect. (See Class Attendance, Class Cuts.) In addition, all privileges will be revoked for the marking period or semester. Students who act in ways that are inappropriate for the program will be directed to leave the assembly. Depending upon the infraction's seriousness, disciplinary action may involve the exclusion of the student from future programs in addition to privilege loss and school detention, Evening Supervised Study, Saturday Detention or external suspension (OSS).

BULLYING

Bullying is prohibited. "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts which:

1. Are directed at another student or students;
2. Occur in a school setting;
3. Is severe, persistent or pervasive; and
4. Has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment or
 - c. Substantially disrupting the orderly operation of the school.

Bullying could include, but is not limited to, name-calling, threats, and/or deliberate ostracism, committed by one or more students against another student.

Action: Bullying will not be tolerated. Depending on the seriousness and frequency, incidents of bullying may result in a parent conference, Evening Supervised Study, privilege loss or delay, external suspension, and/or a possible recommendation for expulsion. Students may be asked to complete a risk assessment. Police may be contacted. Repeated offenses will result in additional disciplinary action. ([Reference Policy 5401](#))

BUS CONDUCT

The District maintains the responsibility for providing safe transportation for all students to and from school and school activities on District vehicles. Therefore, no student is permitted to behave in a way that endangers his or her own safety or the safety of others. Students are reminded that all school rules and Board Policies remain in full effect while students are riding on school vehicles and waiting at school bus stops. At the bus stops students must: 1) wait off the highway out of traffic; 2) refrain from playing games, running or chasing others; 3) be sure the road is clear before crossing; 4) always cross in front of the bus.

Bus safety demands student cooperation with a driver. Drivers are unable to devote full attention to the road when students are misbehaving. Students must observe the following rules, in addition to all other school rules that remain in effect while riding on school vehicles: 1) Remain seated and keep hands, head, and feet inside the bus; 2) Refrain from eating, drinking, or throwing things out of windows; 3) refrain from possessing and/or using tobacco, smoking products and electronic smoking products; 4) use emergency exit only for emergencies, unless otherwise directed by bus driver; 5) refrain from tampering with the bus or its equipment; 6) ride only on your assigned bus and get off only at the assigned stop; 7) abide by the same standards of conduct as in the classroom; 8) maintain courtesy and use no profane language; 9) refrain from spitting; 10) refrain from using or playing radios, cell phones, electronic devices, and/or other equipment in a way that interferes with the health, safety or welfare others or is distracting to the bus driver. Pennsylvania Act 65 of 1998 amends the Crimes Codes to classify entrance onto a school bus without proper authorization and with the intent to commit a crime or disrupt or interfere with the driver as well as refusal to disembark from the school bus after being ordered to do so, as third-degree misdemeanors.

Action: The bus driver will handle routine discipline problems. If misconduct continues, the problem will be referred to an Assistant Principal or other designated school official, using the established reporting system. Bus transportation is a privilege which may be withdrawn for certain specific periods. Additional consequences may occur. An Assistant Principal or other designated school official, in conjunction with the Superintendent's Office, will address recurrent misbehavior. Buses may have audio and/or video surveillance for purposes of school bus safety. Review of such tapes may result in disciplinary action when warranted. (Reference Policy [8070](#) and Policy [5413](#))

CAFETERIA/LUNCH/FOOD-DRINK

Students must report for lunch during the period indicated on their schedules. They may eat lunch in the cafeteria or courtyard. Students are to dispose of trash appropriately and leave their areas clean. Students are expected to eat their lunch in the cafeteria and courtyard. Students are permitted to drink water in classes. Other food and drink is only permitted outside of the cafeteria or courtyard with the permission of the classroom teacher or other school administrator. Students are also reminded that classes are in session during the lunch period and therefore unnecessary traffic and noise in the halls is not permitted. Students assigned to lunch must use lavatory facilities near Student Services. Students must remain in the designated lunch areas (cafeteria and courtyard) during their lunch periods. Students are not permitted to purchase food from an outside vendor and transport it into the cafeteria during lunch time. Information regarding the District's local meal charge procedure is presented below. Students are only permitted to charge meals and other food purchases in accordance with this procedure. (Reference Administrative [Regulation 8120](#)).

Action: Students who loiter in bathrooms or make unnecessary noise in the hallways during lunch periods will be warned at the time of the first offense. Students may be assigned to school detention or evening supervised study for subsequent offenses. Students who are found in unsupervised areas, including the more remote restroom facilities, or in possession of food from an outside vendor may be subject to disciplinary action. Students in the cafeteria who do not dispose of trash and leave their areas clean will be subject to disciplinary action

CALCULATOR USE

Graphing calculators are primarily designed as mathematical tools to enhance learning. While these calculators have game capability, playing such games in the instructional setting is prohibited. It is recommended that all students permanently inscribe their name on their personal calculators.

Action: A student who plays a calculator game will be asked to clear his/her calculator memory. Refusal to do so will result in the teacher temporarily confiscating the calculator. A student who possesses a calculator game deemed inappropriate will have their calculator temporarily confiscated. A referral may also be made to a school administrator, who may then impose additional disciplinary action.

CELL PHONES/ELECTRONIC DEVICES

Students are NOT permitted to talk on their cell phones or other electronic devices at any time during the school day without permission, unless the phone calls are made from an administrative office, Student Services Office, Nurse's Office or the Main Office. During the school day, students MAY ONLY use muted cell phones or other electronic devices in accordance with the Acceptable Use Agreement Board Policy and Administrative Regulations and school rules, in the following locations: lobbies, hallways, cafeteria, library and courtyards. Use of electronic devices in classrooms or other locations being used for instructional purposes requires authorization of the teacher. Unless authorized by the teacher, electronic devices must be silenced and concealed during class time. Students MAY NOT use electronic devices in any way that violates school

rules, Board Policy, or is otherwise disruptive to the educational environment or regular school operations. Additionally, electronic devices may not be used in a way that violates the privacy rights or dignity of students and/or school staff, to commit academic fraud, or at a volume or in a manner that creates a disturbance for staff or students. Students may not use electronic devices or have them readily accessible when they are in the restrooms, locker rooms or other areas where individuals would have a similar expectation of privacy. Use of an electronic device in school to capture videos, photos or audio will subject the student to disciplinary action unless the use is approved by a teacher or an administrator. (Reference [Policy and Regulation 5414](#))

Action: Students violating the cell phone/electronic device rules may have their device confiscated and turned over to an Assistant Principal or other school official for disciplinary action. Depending on the seriousness and frequency of the violation, disciplinary action could include, but is not limited to, a parent conference, Evening Supervised Study, privilege loss or delay, external suspension, and/or a recommendation for expulsion. Failure to give a device to a staff member upon request will be considered insubordination and result in additional disciplinary consequences.

CLASS ATTENDANCE/LATENESS

Absences from class interfere with the continuity of learning for both the absent student and others in the class. Excused absences from class may be unavoidable. Students are responsible for requesting and promptly completing any work missed during the absence. For most assignments, students have two days for each day of absence within which to make up work. Teachers may require long-term assignments, for which students have a week or more advance notice, to be submitted on the first day back from an excused absence. For further information, consult the teacher and/or the teacher's grading policy distributed at the beginning of the course.

Action: Students with unexcused classroom tardiness will be referred to their grade level administrator beginning with the third offense in a marking period. Additionally, excused lateness (more than 2) from the same teacher will also be referred to the grade level administrator for review.

CLASS CUTS

Regular attendance is essential to academic excellence. A class cut is defined as an unexcused absence from **all or part** of a scheduled class or class activity. Cutting class interrupts the continuity of learning and can have a direct negative effect on a student's grade. When a student has a special problem in locating a class or teacher or is confused by the schedule, they must report immediately to the office of an assistant principal to prevent the recording of a class cut.

Action: Teachers are not obligated to provide makeup work for students who cut class and therefore willfully remove themselves from academic instruction. A failing grade may be assigned for any graded work that was completed during the class cut. A student who cuts a class will be assigned two sessions of evening supervised study and will receive a 10% point grade reduction for the marking period because of academic work missed. The next cut in the same class in the same marking period will result in the assignment of two additional sessions of evening supervised study and, because of academic instruction missed, either a maximum grade of 50% for the marking period or the achieved grade, whichever is lower. Further class cuts in any subject will result in a parent conference, the assignment of four sessions of evening supervised study and the implementation of the described grade reduction policy. In addition, all privileges will be revoked for the marking period or semester. Privileges may be revoked after the first cut.

COMPUTER USE / DISTRICT ISSUED LAPTOPS

When using a personal or District owned computer (e.g. desktop, laptop, tablet) during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. All students have the opportunity to use a District issued laptop in school and at home as part of the 1:1 Laptop Initiative. Students are responsible for the appropriate use of their laptop at all times. District issued laptops should be used in accordance with the terms and conditions contained in the Tredyffrin/Easttown School District High School Student Network Acceptable Use Agreement, as well as the guidelines contained in Board Policies and Administrative Regulations 5414 (Electronic Communication Devices: Use by Students), 6190 (Internet and Computer Network Safety and Use) and 6194 (District Issued Laptops). Student are required to immediately report missing, stolen, or suspected stolen laptops to a school administrator.

Action: Failure to follow these guidelines will result in school-based discipline. Depending on the seriousness and frequency of the violation, disciplinary action could include, but is not limited to, a conference with an Assistant Principal or school official, school detention, Evening Supervised Study, external suspension, and/or expulsion. Police may be notified. Additionally, computer privileges may be limited or suspended indefinitely. (Reference [Regulation 6190](#))

DANGEROUS OR NUISANCE MATERIALS AND ACTIVITIES

The school, school property and school vehicles shall be free of objects, materials or activities that have the potential to disrupt anyone's freedom to learn, inflict injury, or otherwise jeopardize the health, safety, or welfare of students, staff, or other members of the school community. A listing of all such dangerous or nuisance items and activities is not possible. Possession or use of the following is prohibited, unless authorized by a school official: aerosol cans, broad-tipped felt markers, basketballs, firecrackers, explosives, frisbees, skateboards, squirt guns, practical joke items, toys, paging devices ("beepers"), laser pointers, snowballs and other projectiles. (student members of volunteer fire companies are permitted to carry pagers with administrative approval.) Students who find or encounter dangerous/nuisance items are required to inform a staff member immediately. Throwing objects such as snowballs, food, rocks, clay, wood, firecrackers, etc. is dangerous and prohibited at all times in the building, on school grounds, on school vehicles, and during school activities, regardless of whether such activities take place on or off campus.

Action: Any items or materials or activities considered to be potentially hazardous to safety or disruptive to the normal school conduct will be confiscated. Students in possession of such items or materials must surrender them as requested. Additional consequences may be assigned. At the discretion of an assistant principal or other school official, some items may be returned to the student after the school day. Others may be given to the student's parent or to the police authorities. A student's failure to cooperate in surrendering an item or material to school personnel will be considered insubordinate behavior, and that refusal alone will result in disciplinary action. The minimum disciplinary consequence for throwing snowballs, rocks, harmful objects, etc. is the assignment to evening supervised study. More serious or repeated

offenses may result in multiple evening supervised study periods, Saturday Detentions, External Suspension (OSS), and police notification. Failing to report or dangerous or nuisance materials is a safety concern and may result in disciplinary action.

DISRESPECTFUL/DISRUPTIVE/INAPPROPRIATE BEHAVIOR

Behavior which disrupts or has the potential to disrupt the educational process or regular school operations is prohibited. Such behavior could include, but is not limited to, rudeness, interruption of classroom activities, insubordination, failure to obey instructions of a school official, the use of profanity, vulgar, lewd or obscene gestures, language, or other mis-conduct, sleeping in class, loitering, being in unauthorized or unassigned areas, including when 2 or more student are found in the same stall in restrooms, and/or other degrading or insulting behavior towards school personnel and/or other students.

Action: Students must treat school personnel and classmates with respect and consideration. Failure to do so will result in a disciplinary action which could include, but is not limited to, a conference with an Assistant Principal or other school official, school detention, Evening Supervised Study, privilege loss or delay, and/or external suspension.

DRESS/APPEARANCE AND HATS

Conestoga students are expected to dress appropriately for weather conditions and in accordance with board policy. Parent support is important in the effort to maintain a productive academic atmosphere. Hats and head coverings of any kind are not permitted for any student except for religious reasons or a documented medical need. A copy of the district's guidelines on appropriate dress and appearance standards is included in this handbook for reference. Such guidelines apply to all areas of Conestoga High School (including the courtyard and gym areas) during regular school hours, periods of detention, Evening Supervised Study (ESS), Saturday Detention and school sponsored events. Administrative exceptions to the dress guidelines may be made for special circumstances. Students or parents/guardians with questions or concerns regarding the district's dress/appearance standards should discuss them with the assistant principal. (reference Regulation 5415)

Action: Students whose attire does not conform to the applicable standards will be asked to put on appropriate clothing. Students may be asked to change into appropriate clothing, if available at school, or the student's parent/guardian will be called and asked to bring appropriate clothing to school. Serious or repeated violations will be subject to additional disciplinary action. For hats, the hat will be removed, confiscated and returned at the end of the day. A second offense will result in assignment of 2 evening supervised study and confiscation of hat. A third offense will result in confiscation of hat and assignment of a Saturday Detention. A fourth offense may result in a day of out of school suspension.

DRIVING/PARKING

Bus transportation is provided for all resident students who live outside the established walking distance from Conestoga High School, as well as students who are otherwise entitled to transportation under federal or state law. In consideration for personal safety, school promptness, and environmental concerns, all eligible students are encouraged to use district buses. Student parking on residential streets is discouraged. Tredyffrin Township regulates on-street parking in the neighborhoods surrounding the school. The Tredyffrin Township Police Department strictly enforces parking regulations. The use of the student parking lot is a privilege reserved for senior class members. Parking on campus is available in four (4) day a week increments. To use the parking lot, students must submit an application and pay a processing fee to register a vehicle and prominently display the official parking permit (which is non-transferable between cars and/or students) on the rear-view mirror of the registered vehicle. Buying, selling and creating counterfeit permits is prohibited and any student involved in such behavior will be disciplined. Students may not park in spaces designated for visitors. Students must park between the lines of designated parking spaces in the student section of the parking lot. If the student parking area is full, student may use parking spaces at the end of the faculty parking area. Students may not visit the parking lot during the school day except as permitted by the privilege system. Exceptions may be granted in writing. Speeds in excess of five (5) miles per hour are not permitted. **Anyone cited for speeding in a school zone by more than 11 miles an hour could be fined up to \$500. Drivers caught speeding for a second time in a school zone will have driving privileges suspended for 60 days.**

Unauthorized or improperly parked vehicles will be ticketed and/or towed at the student's/parent's/guardian's expense. Parking in any of the designated fire lanes or in any space that blocks or restricts the flow of traffic is not permitted at any time. Students must report an accident to a staff member (or to police when a staff member is unavailable) immediately and provide a written report to the Principal within one school day of the accident. The parking lot is the property of the district. Any student vehicles parked or otherwise under the control of a student in this lot or on the adjacent school property are subject to search by school authorities if there is reasonable suspicion that the vehicle contains materials or items in violation of Board Policy, school rules, and/or applicable laws or regulations.

Action: A student's parking privilege is conditional upon appropriate behavior. An Assistant Principal or other school official may revoke the parking privilege of students who park illegally, violate school rules, or conduct themselves in an unsafe manner. In addition, the student may be assigned detention or Evening Supervised Study, and police referral may be necessary. Students who park without authorization are subject to disciplinary action. A first offense will result in assignment of one ESS and loss of all privileges for one week. A second offense will result in assignment of one Saturday Detention, loss of all privileges for 30 days and / or loss of end of year parking privileges (if student is a junior). A third offense will result in one Saturday Detention and loss of all senior privileges for at least one (1) marking period. Subsequent offense will result in progressive discipline.

DRUGS AND ALCOHOL / CONTROLLED SUBSTANCES

Students must abide by the requirements of the attached Tredyffrin/Easttown School District Board Policy and Administrative Regulation 5404 (Reference [Policy and Regulation 5405](#)).

EMERGENCY EQUIPMENT

Tampering with emergency and/or safety equipment (e.g., video surveillance system, fire alarm boxes, panic buttons, fire extinguishers, defibrillators, telephones, exit lights, doors, locks, elevators, signs, etc.) is strictly prohibited. Tampering includes actions from touching the item, to disabling it, to setting it off or activating it due to other conduct such as smoking or horseplay. Prank calls to 911 are unlawful and therefore prohibited. Students who engage in conduct (i.e. Smoking, horseplay, etc.) That causes emergency equipment to be set off or otherwise activated will be subject to discipline for both the offense of setting off emergency equipment as well as any discipline for the underlying conduct which led to the emergency equipment being set off or activated.

Action: Depending upon a specific situation, the disciplinary response could range from an administrative reprimand to a recommendation for expulsion. Tampering with, setting or discharging falsely a fire alarm, panic button, fire extinguisher, or defibrillator device will result in the assignment of five (5) days of external suspension (OSS), a parent conference and referral to police authorities. The students and their parent(s)/guardian(s) will be responsible for the costs the district incurs from any equipment repair or replacement associated with the tampering.

FIGHTING

Fighting places participants and bystanders in danger of injury and disability. Fighting behaviors will not be tolerated at school, at school activities or while students are on their way to or from school. A desirable means of settling student differences is "Peer Mediation." Students are encouraged to pursue this alternative to fighting. School personnel are always available to help students resolve problems in a peaceful, non-threatening manner.

Action: A first referral will carry a minimum of three days of external suspension, a conference with parents and the notification of police authorities of the incident. Repeated offenses will carry a minimum of five days of external suspension, a parent conference and referral to the police authorities, as well as a possible recommendation for expulsion.

FORGERY/MISREPRESENTATION/COUNTERFEIT

The forgery, alteration, or counterfeit of an excuse note, pass, school form, parking permit, privilege card or other school-related document and/or record is prohibited. Forgery includes, but is not limited to, the alteration of time, date or other information bearing the signature or initials of a parent or faculty member or attempting to use a forged note/email. Signing a parent's/guardian's name upon their oral consent constitutes forgery. Impersonating a parent or any other person is impermissible and cause for discipline.

Action: Incidents involving forgery, impersonation or counterfeit will result in a conference with an Assistant Principal, school detention, Evening Supervised Study and/or external suspension. Subsequent offenses will result in additional disciplinary action. Forgery or misrepresentation of a student's medical status for athletic purposes will result in a season's suspension from interscholastic sports participation.

HALL PASSES

The administration reserves the right, at any time, to implement the Hall Pass Procedure. Beginning 5 minutes after the bell rings for the beginning of each class period, students will need a hall pass in order to leave their assigned classroom. This includes free periods and study halls. Students granted permission to leave a classroom should follow the teacher's hall pass procedure. Students are required to carry valid passes with them as they travel through the hallways during class periods throughout the day. **Action:** Students found to be in a place other their assigned location without a pass will have their names forwarded to the grade level administrator and may incur discipline, such as, but not limited to, ESS, Saturday Detention, or OSS

HARASSMENT/NON-DISCRIMINATION

Harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student's educational performance or creates an intimidating, threatening or abusive educational environment; and/or
2. Has the purpose or effect of unreasonably interfering with a student's educational performance; and/or,
3. Adversely affects a student's educational opportunities.

Harassment includes, but is not limited to, slurs, jokes, bullying, hazing and/or other verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion. Harassment also includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment. The Tredyffrin/Easttown school district requires a positive learning and working environment that is free from any form of harassment.

Action: Depending on the seriousness and frequency, incidents of harassment may result in a parent conference, evening supervised study, privilege loss or delay, external suspension, and/or a recommendation for expulsion. Students may be asked to complete a risk assessment. Police may be contacted. Repeated offenses will result in additional disciplinary action. ([Reference Policy 5401](#)) ([Reference Policy 5401](#) and [6141](#))

HAZING

Hazing occurs any time a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's 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 activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; 5. Endure brutality of a sexual nature; or 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student. Any hazing activity shall be presumed to be forced upon the individual, even if the individual willingly participates. Any form of hazing that is a part of a school sponsored or student activity or organization is prohibited.

Action: Any student who has been found to have planned, directed, encouraged, assisted, engaged in, tolerated, condoned, ignored or failed to properly report any known instances of hazing shall be investigated and subjected to discipline in accordance with applicable Board policy and Code of Conduct guidelines. ([Reference Policy 5401](#))

IDENTIFICATION

Students are encouraged to carry a proper photo identification card when in school or when involved in school related activities. Students must provide their correct name and grade upon school personnel's request.

Action: A student who fails to or refuses to identify himself/herself to school personnel correctly will be considered insubordinate and will be subjected to a one (1) day out of school suspension.

LEAVING CAMPUS

Students may not leave the school grounds without prior administrative approval. Upon arriving at school prior to 7:20AM students must enter the building and may not depart without written permission from a school official. Administrative approval may come from the Health Office for dismissal for illness, the Attendance Office for an appointment, or an administrative office for privileges granted eligible juniors and seniors under terms outlined in the Code of Conduct. A note/email presented after the fact **cannot** excuse an unauthorized departure from campus. Students must exit through either the main lobby or the gym lobby. Students may not visit the parking lot, elementary and middle schools, or any other District property during the school day without administrative authorization. In addition, students are not at any time permitted to trespass (e.g., cut through, smoke on, loiter, etc.) on private property. Furthermore, parking on residential streets is discouraged.

Action: Students who leave campus without prior administrative approval, make an unauthorized visit to the parking lot or exit the building without authorization shall be subject to discipline which could include, but is not limited to, a parent conference, evening supervised study, privilege loss or delay, and/or external suspension. This action will be taken in addition to any other disciplinary measures that may result from the student's choice to leave (e.g., class cuts, forgery, insubordination, etc.). Students who choose not to respect the property rights of our neighbors are subject to disciplinary action and/or police referral by the property owner.

LOCKS AND LOCKERS

Student hall lockers and locks are the property of the District. Students should therefore have no expectation of privacy with respect to these items. Lockers are assigned to students with the understanding that they will be used for legitimate school purposes only. (See Searches/Inspections) Students who lose their locks must pay a replacement fee. Only locks assigned by the school may be used on hall lockers. All other locks will be removed. Students shall **not** share lockers with other students or reveal their locker combinations to others. Students should use their assigned lockers to store their personal possessions. **It is strongly recommended that students using the gym lockers before, during and after school appropriately store and secure their belongings using their assigned lock.**

Action: All students will be held accountable for their assigned lockers and the items within. Prohibited items found in any locker will require follow-up action and may result in disciplinary consequences for the student to whom the locker is assigned.

OTHER CRIMINAL CONDUCT

A student who engages in any conduct at school, on a school vehicle or at school-sponsored events that constitutes a crime under State or Federal law violates the Code of Conduct, regardless of whether the student is charged, prosecuted or convicted of the offense.

Action: Students who engage in criminal conduct may be subject to suspension and possibly recommended for expulsion depending upon the seriousness of the offense, the level of disruption to the school community caused by the action and/or where it is not the student's first offense. The police may be notified of any incident believed to involve criminal conduct.

POSTERS

Faculty and administrative approval is required for display or distribution of posters, fliers, handouts, etc. Such materials must be displayed according to school guidelines available in Room 130, the Activities Office.

Action: Posters, fliers, etc. that have not been approved or are not displayed according to the guidelines will be removed. Students who post or distribute material that has not been approved may also be subject to disciplinary action.

PRIVILEGES: DELAYED ARRIVAL/EARLY DEPARTURE

Juniors and seniors who are in good academic and disciplinary standing and who are not assigned to a class during first period may obtain permission to delay their arrival until the end of first period. All students must attend homeroom. Juniors and Seniors in good academic and disciplinary standing who are not assigned to a class during eighth period may obtain permission to leave the school at the start of that period. A parent/guardian must sign a permission request form before a school official or have it notarized.

Action: Delayed arrival and early departure privileges are not a right, and may be rescinded for academic, disciplinary, and/or attendance reasons. Students are also required to attend any required school programs scheduled during first or eighth period. Parents/guardians may also request that the district rescind privileges at any time by contacting the Assistant Principal

PRIVILEGES: UNASSIGNED PERIODS

Juniors and seniors who are in good academic and disciplinary standing may, with parent/guardian approval, use unassigned periods to: 1) go to the Library, Communications Center, academic resource rooms, computer labs, arts centers or gym facilities (as available), Student Services and quiet study halls; 2) visit teachers or guidance counselors; or 3) study or converse with other students in the cafeteria or courtyard. Sophomores who attain honor roll status, beginning with the final marking period of their freshman year, and are in good disciplinary standing will be eligible for unassigned periods. Sophomores who do not meet these criteria will be assigned to a study hall. Sophomores who fail to maintain honor roll and good disciplinary standing status from one marking period to the next will lose the privilege of being scheduled an unassigned period and will subsequently be re-assigned to study hall. Freshmen are not eligible for the unassigned period privileges and are assigned study halls.

Action: The administration may rescind unassigned period privileges for any academic, disciplinary and/or attendance reasons. Students must attend all required school programs scheduled during the student's unassigned period. Parents/guardians may also request that the district rescind privileges at any time by contacting the Assistant Principal.

PRIVILEGES: SENIOR LUNCH

Only seniors with parent/guardian permission, may leave the school property during sixth period lunch. Permission for this privilege must be notarized or signed in the presence of a school official.

Action: Returning late from senior lunch a first time will result in the revocation of the privilege for one week, in addition to the imposition of discipline for any other disciplinary violations that have taken place (e.g., class cut). Subsequent offenses will result in additional disciplinary action, which could include the permanent loss of privileges. The administration retains the right to rescind privileges for academic, disciplinary and/or attendance reasons. Students are also required to attend any required school programs scheduled during senior lunch period. Parents/guardians may also request that the district rescind privileges at any time by contacting the Assistant Principal. Students shall

report the loss of a privilege card to the 12th grade Assistant Principal's office. A new card will be issued three days after notification at a \$5.00 cost.

PRIVILEGES: SENIOR INTERNSHIP

All seniors have the opportunity to participate in the Senior Internship. However, seniors who have not met all of the obligations will not be permitted to participate. A partial list of these obligations follows:

- Passing grades in all required subjects
- Sufficient credits to meet graduation requirements
- Payment of all debts
- Completion of all discipline obligations
- Completion of Culminating Project

Seniors who violate school rules or District policies in school or at any school sponsored activities will not be permitted to participate. Additional information on the Senior Internship program can be found on the district website at: <https://www.tesd.net/site/Default.aspx?PageID=14158>.

SAFETY/SAFE PRACTICES/SCHOOL CLIMATE

Students must engage in conduct that upholds the health, morals, safety and welfare of others. We are proud of our students' ability to exercise good judgment. Students work in conjunction with their teachers and their administrators to maintain a safe and secure atmosphere. With that in mind, students should immediately report any information related to past, present or future activities that could compromise our school environment and/or others' wellbeing. Students should not overtly or covertly aid and/or abet any behavior that disrupts the educational environment. In addition, students should not provide false or inaccurate reports. Such reports are disruptive as they affect the balance of resources and/or time that is necessary in maintaining a positive learning environment. During safety exercises, students are expected to follow the guidelines set forth for the exercise. Such exercises are extremely important for maintaining safety and preparedness.

Action: Students who demonstrate lack of cooperation with safety standards will be subject to disciplinary consequences ranging from a conference with an administrator to external suspension and/or police notification and possible recommendation for expulsion.

SEARCHES/INSPECTIONS/VIDEO MONITORING

Searches, inspections, and audio/video surveillance/monitoring shall be conducted in accordance with applicable law and Board Policy. ([Reference Policy and Regulation 5412](#), and [Policy and Regulation 8070](#))

SPORTS/SCHOOL EVENTS

Extra-curricular activities and interscholastic varsity and club sports are important to the total school program. Athletes, participants and spectators are all expected to exhibit good sportsmanship/etiquette and to observe Pennsylvania Interscholastic Athletic Association (PIAA) guidelines.

Action: All school rules are in effect during Conestoga events, home or away. Infractions may result in ejection from the event, Evening Supervised Study, external suspension, police involvement, loss of privilege to attend future events, and/or possible expulsion. Athletes and other participants may be suspended or excluded from a sport's team or school event in the event of improper conduct, whether or not committed while participating in the sport or the event. This includes but is not limited to sale, possession or use of drugs, alcohol or tobacco, smoking products, electronic smoking products.

Suspension or Dismissal from Athletic Team or Activity: Students who are members of athletic teams or participants in school activities who violate this Code of Conduct or commit improper conduct during non-school hours may be subject to suspension or dismissal from the team or activity.

STUDY HALL PROCEDURE

All students should report to their study hall classrooms at the beginning of each period. Students should come prepared with academic material to study and work independently for the duration of the period. Students who need to go to Student Services, the nurse, the Achievement Center, a resource room, or to meet with an individual teacher must obtain a pass from the study hall teacher. **The pass shall be returned to the study hall teacher before the end of the period indicating the time spent by the student at the alternate location and signed by the appropriate staff member.** Study hall teachers shall maintain a sign-out/sign-in sheet to account for the whereabouts of all students at all times. Students remaining in study hall shall work quietly for the duration of the period.

Action: Violation of the above rules will result in the assignment of progressive discipline consequences, which could include, but are not limited to, a parent conference, Evening Supervised Study, privilege loss or delay, and/or external suspension.

TERRORISTIC THREATS/ACTS

A "terroristic threat" shall mean a threat, communicated directly or indirectly, to: (1) commit any crime of violence with the intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. A "terroristic act" shall an act, committed directly or indirectly, which (1) constitutes a crime of violence with the intent to terrorize another; (2) causes evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise causes serious public inconvenience, or causes terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or property owned, leased, being used by, or otherwise under the control of the district. This prohibition specifically includes threats and acts that a reasonable person would understand to constitute such a threat or act, regardless of the intent of the individual communicating the terroristic threat or committing the terroristic act.

Action: Students who communicate terroristic threats or commit terroristic acts will be subject to school-based discipline to the fullest extent permitted by Board Policy or recognized by law, which will include, as a minimum, suspension and possible expulsion from school.

THEFT

Students are discouraged from bringing valuable items or large cash amounts to school because of the potential for theft, damage or loss.

Students who bring such items must realize that they, not the school, are responsible for them. Theft or the attempt to steal any private or public

property is a serious offense. Taking food from the cafeteria without paying full price shall be considered theft. Incidents of theft must be reported to administrator or other school personnel. **It is strongly recommended that students utilizing the gym lockers before, during and after school appropriately store and secure their belongings using their assigned lock.**

Action: A student who has stolen, or who has attempted to steal, private or public property will be assigned a range of consequences from an ESS to a period of external suspension of one to five days for a first offense. Subsequent offenses will result in additional disciplinary action. In cases where the value of the item or items is greater, the level of disruption to the school community caused by the action and/or where it is not the student's first offense, the sanction could be a longer suspension with a possible recommendation for expulsion. Students are required to replace or make restitution for any items stolen. The police may be notified of any incident involving theft or attempted theft.

THREAT TO HEALTH, MORALS, SAFETY OR WELFARE OF OTHERS

Any student who engages in conduct that constitutes a threat to the health, morals, safety or welfare of others violates the code of conduct.

Action: Students who engage in conduct that constitutes a threat to the health, morals, safety or welfare of others may be subject to suspension and possibly recommended for expulsion, depending upon the seriousness of the offense, the level of disruption to the school community caused by the action and/or where it is not the student's first offense.

TOBACCO/SMOKING PRODUCTS/ELECTRONIC SMOKING PRODUCTS

According to district policy and state law, students may not possess or use tobacco products while on school property (including district sidewalks and parking lots), while riding in district vehicles, or while at school activities. This includes cigarettes, chewing tobacco, dip, snuff, cigars, pipes and electronic smoking products. "Electronic smoking products" means electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals. ([Reference Policy and Regulation 5411](#))

Action: School personnel will confiscate tobacco products from students. A student who fails to comply with a request to relinquish these products is considered insubordinate. **Students found in possession of tobacco products shall be assigned two Saturday detentions and completion of an online vaping education course provided by the district for the first offense,** one day of external suspension for the second, and two days of external suspension for the next. Additional suspension will be added in the event a fire alarm triggers a school-wide evacuation as per Safety/Safe Practices/School Climate. Students will be assessed a \$25.00 fee for the first tobacco offense and a \$50.00 fee for each additional tobacco offense. This rule is cumulative for the duration of a student's attendance at Conestoga High School. Students who participate in school activities may be subject to additional consequences.

VANDALISM, ARSON, GRAFFITI

The Conestoga community provides excellent facilities for learning. Everyone is responsible for using the buildings, furniture, equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminish the quality of District property detract from teaching and learning.

Action: Students will be required to pay full restitution for acts of arson, vandalism or graffiti. Costs for damage to District property will include labor, materials, consulting fees and other costs associated with replacing or restoring the damaged property. Acts of vandalism, arson, and graffiti may be reported to police authorities. Disciplinary consequences, including loss of privileges, Evening Supervised Study, Saturday Detention, external suspension or recommendation for the student's reassignment or expulsion, will be considered in addition to the satisfaction of financial obligations.

VISITORS

Student visitors to Conestoga High School may be permitted for legitimate, educational reasons only. Such visits will be limited to a maximum of one half (1/2) day, unless otherwise approved by the principal. Parents who wish to obtain approval for a student visitor to school should complete and submit, prior to approval, a visitor application a minimum of three school days before the requested visit. Simply signing in upon entry does not authorize a visitor's presence at Conestoga. Visits are not permitted during exam days nor ten days prior to the close of each marking period, unless otherwise approved by the principal. All Conestoga students who wish to bring a visitor to school must **register the visitor in advance through student services and obtain administrative approval.**

ACTION: Unauthorized visitors will be directed to leave school property. A visitor who refuses to leave will be reported to police authorities. Any Conestoga student who fails to properly register any visitor will be subject to disciplinary action.

WEAPONS

Weapons or weapon look-alikes are not permitted in Conestoga High School, on District property or on school vehicles. Pennsylvania law includes as weapons firearms, knives, cutting tools or any instrument capable of inflicting bodily injury.

Action: Pennsylvania law calls for expulsion from school at the discretion of the Superintendent for any student who possesses a weapon on school property. Police will be notified. (Reference [Policy 5410](#))

POLICIES AND REGULATIONS RELATED TO CODE OF CONDUCT

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 and R5461)

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. "District Adults" means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with District students or are present on District grounds.

A copy of School Board Policy 5461 and Administrative Regulation 5461 are available at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5461.pdf>

and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5461.pdf>,

respectively. Select excerpts and summary information from this Policy and Administrative Regulation are also presented below.

In order to maintain professional boundaries, District Adults shall ensure that their interactions with students are appropriate. Social interactions and electronic communications by District Adults with students shall be for legitimate educational reasons only, unless an exception applies as outlined in Board Policy and Administrative Regulation 5461. District Adults shall be prohibited from entering into or attempting to form romantic or sexual interactions with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with District Adults. All electronic communications conducted by District Adults with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

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

When available, all employees, including extra-duty employees such as coaches and activity sponsors, shall use District-provided email or other District-provided communication devices when communicating electronically with students. The use of District-provided email or other District provided communication devices shall be in accordance with District policies and procedures. District employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District employees shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. An example of allowable communications in this context includes where the adult is a family relative of the student.

If an employee plans to communicate electronically with students through the use of text messages, the employee must obtain permission to do so from their building principal using the form attached as Attachment A to R5461. Also, if permission from the building principal is received, the employee must also obtain written parental/guardian permission to do so.

Policy 5461 applies to conduct committed on or off school property and extends beyond the workday. However, this Policy is not intended to interfere with appropriate personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in Regulation 5461. The District Adult shall be prepared to articulate the reason for any deviation from the requirements of this Regulation and must demonstrate that they have maintained an appropriate relationship with the student. Administrative Regulation 5461 includes examples of conduct that could or may violate District Policy regarding maintaining professional boundaries with students. District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board Policies, Administrative Regulations, rules and procedures. Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student, shall immediately notify the Superintendent, principal or other administrator. Individuals who make good faith reports of potential or actual violations of Policy or Regulation 5461 shall not be subject to retaliation, discipline or other adverse action. Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students.

STUDENT DISCIPLINE (P5401 and R5401)

In order to maintain a safe school climate that encourages learning for all students, teachers and administrators shall respond to actions or situations that disrupt this learning process. Discipline measures may include warnings, detentions, suspensions, expulsions or other appropriate responses to the circumstances.

Offenses committed on school grounds, in school vehicles or while participating in school-sponsored activities on or off school premises or that have some other legally recognized nexus to the school that are considered to be of an extremely serious nature and may result in either suspension or expulsion, include but are not limited to the following:

1. Inappropriate physical contact, attack, fighting, bullying, hazing, harassment or threatening behavior;

2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco, Smoking Products and Electronic Smoking Products). Aiding or abetting any of the above actions regarding substances subject to Policy 5405 or 5411 shall be treated in the same way;
3. The use, possession, or transfer of any item which could be considered a weapon or which is dangerous in nature, as outlined in Policy 5410 or in accordance with applicable law;
4. Destruction or defacing of school property;
5. Infraction of school rules that carries the consequence of suspension or expulsion, as outlined in the applicable Student Handbook, Code of Conduct or otherwise in Board Policy or an accompanying Administrative Regulation;
6. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others;
7. Inappropriate physical contact, attack, threatening behavior or other retaliatory conduct directed at school staff members, their property, or their families.

When a suspendable offense occurs, the principal or designee will meet with the student, at which time the student will have the opportunity to offer an explanation of the infraction. After that meeting the principal or designee may suspend the student from school. Parents/guardians will be notified.

When a suspension exceeding three (3) school days is under consideration, the principal or designee shall offer the student and student's parents/guardians an informal hearing, as required by law. After such hearing the principal or designee may extend the suspension for a period of up to ten (10) total school days. Parents/guardians will be notified. When discipline is to be imposed upon a student with disabilities, District employees are required to follow the additional procedures outlined in the District's Administrative Regulation (R5401) and applicable law.

HAZING/BULLYING/HARASSMENT/THREATENING BEHAVIOR (P5401 and R5401)

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts which meet the following criteria:

1. directed at another student or students;
2. occurs in a school setting;
3. is severe, persistent or pervasive; and
4. has the effect of doing any of the following:
 - a. substantially interfering with a student's education;
 - b. creating a threatening environment; or
 - c. substantially disrupting the orderly operation of the school.

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

Hazing occurs any time a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's 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 activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
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 the student.

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

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the District.

Bodily injury shall mean impairment of physical condition or substantial pain.

Serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student's educational performance or creates an intimidating, threatening or abusive educational environment; and/or
2. Has the purpose or effect of unreasonably interfering with a student's educational performance; and/or
3. Adversely affects a student's educational opportunities.

Harassment includes, but is not limited to, slurs, jokes, bullying, hazing or other verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion. Harassment also includes sexual harassment, as defined below.

Sexual harassment is a specific form of harassment which means unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment.

Threatening behavior shall mean a physical, verbal or written threat to (1) commit violence with intent to terrorize, injure or damage another or others, (2) cause evacuation of a building, place of assembly or facility of transportation, or (3) otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Transient threat is a broad category including all threats that do not reflect a genuine intent to harm others.

Substantive threat means behaviors or statements that represent a serious risk of harm to others.

Behaviors targeting others means bullying, hazing, harassment, and threatening behaviors collectively.

It is the Policy of the Board to maintain a safe, positive and respectful environment for students and staff that is free from bullying, hazing, harassment, and threatening behavior. Any form of bullying, hazing, harassment, or threatening behavior that is a part of a school sponsored or student activity or organization is prohibited.

No student, coach, activity sponsor, volunteer, District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, condone, ignore, or fail to properly report any known instances of bullying, hazing, harassment, or threatening behavior.

Students who believe they or others have been subjected to bullying, hazing, harassment or threatening behavior are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor.

Students, administrators, coaches, activity sponsors, volunteers, District employees, representatives, agents, and contractors shall be alert to incidents of bullying, hazing, harassment and threatening behavior and shall promptly report such conduct to their supervisor or the building principal.

Complaints of bullying, hazing, harassment and threatening behavior shall be promptly investigated, and appropriate discipline shall be administered to any individual who violates the District's prohibitions against bullying, hazing, harassment, and threatening behavior, in accordance with applicable Board Policies, Administrative Regulations, and any applicable Code of Conduct. Appropriate corrective and preventative action shall be taken when allegations are substantiated.

Reports of alleged bullying or hazing that could be interpreted to also constitute discrimination and/or unlawful harassment shall be handled in coordination with the appropriate Title IX coordinator. Complaints of bullying, hazing, harassment and threatening behavior may also be referred to the appropriate law enforcement agency for investigation, as required by law or as determined by the Superintendent or designee.

No reprisals nor retaliation shall occur as a result of good faith charges of bullying, hazing, harassment or threatening behavior. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

HARASSMENT OF STUDENTS BY NON-STUDENTS (P5420 and R5420)

The District's policy is to maintain a positive learning environment and to prohibit any form of unlawful harassment. "Unlawful harassment" means verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. The term unlawful harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom. It shall be a violation of the District's policy for any student or staff member to harass any student or staff member. The administration shall report the circumstances of the unlawful harassment to law enforcement officials and the district attorney's office as required by law. Complaints of harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations.

Any student or parent who alleges sexual harassment by any staff member or student may complain directly to a teacher, a guidance counselor, or a building administrator. Students who believe that they have been subjected to harassment by an employee or any other adult member of the school community have the right and are encouraged to file a complaint in accordance with the formal and informal complaint procedures in R5420. The allegations will be investigated promptly and thoroughly. If any student or staff member is found, after appropriate investigation, to have engaged in sexual harassment, he or she shall be subject to disciplinary action. Detailed procedures for resolving complaints involving sexual harassment will be distributed on a periodic basis to students and staff and will be posted in prominent locations in each school building.

NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141 and R 6141)

It is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability. The District shall provide to all students, without discrimination, course offerings, counseling assistance, employment, athletics, and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute

disabilities, consistent with the requirements of federal and state laws and regulations. Students who believe they have been subjected to discrimination and students who become aware of discrimination against a student or students are encouraged to promptly report such alleged incidents to a counselor or administrator. The District takes complaints of discrimination very seriously. Such complaints shall be investigated expeditiously, and appropriate corrective action will be taken when allegations are substantiated. To the extent permitted by the District's legal and investigative obligations, confidentiality of all parties affected by the investigation will be maintained. There shall be no reprisals or retaliation as a result of good faith charges of discrimination.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

Possession of a weapon or weapons on District property (as defined in this policy) or at school-sponsored activities is specifically prohibited. In addition, with very limited exceptions, Pennsylvania law *requires* public schools to report to police, and expel, for a minimum of one year, any student found in possession of any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury on District property.

SEARCHES (P5412 and R5412)

Authorized school officials are permitted to conduct searches of students, including their persons, lockers, motor vehicles, and other possessions, when there is a reasonable suspicion that such a search will uncover evidence of a violation of Board Policy, Administrative Regulations, school rules, or local, state or federal law on the part of the student. In order for the requisite level of reasonable suspicion to exist, the school official must be able to point to a "particularized suspicion" for conducting a search. Searches that arise out of generalized concerns or merely suspicious behavior, where the school official is not looking for any object in particular, have been struck down as illegal. The scope of any search must be reasonable under the circumstances, taking into consideration the student's age, the intrusiveness of the search, and the immediacy of any threat prompting the search.

A copy of School Board Policy and Administrative Regulation 5412 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5412.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/r5412.pdf>, respectively, and contain additional information and procedures for the various types of searches (including, but not limited to, systematic suspicionless testing) to which student may be subjected. Students are encouraged to familiarize themselves with this information and procedures.

STUDENT CONDUCT ON DISTRICT-PROVIDED TRANSPORTATION (P5413 and R5413)

No student shall be permitted to engage in conduct that could endanger that student's safety or the safety of others. Discipline will be imposed as the situation warrants, in accordance with Board Policy, applicable Administrative Regulations, this Student Handbook, and the Code of Student Conduct.

VIDEO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070 and R8070)

In order to provide a safe environment for students, school personnel, and contracted personnel, schools may be equipped with audio and video monitoring devices in public areas such as hallways and classrooms, and school buses may be equipped with video recording devices that provide video surveillance of passengers. Students and, when applicable, school bus passengers will be notified as to the presence and possible activation of any video recording devices.

STUDENTS' FREEDOM OF EXPRESSION (P5400 and R5400)

Freedom of expression is a right guaranteed by the United States Constitution. Students have the right to express themselves in accordance with law; however, expression that materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights is prohibited.

STUDENT PUBLICATIONS (P5332 and R5332)

Student publications published, funded or otherwise formally sponsored by the District represent the students, the staff and the District to the community at large and, as such, shall be created and published under the auspices of the District. Student publications shall not be printed or distributed should they contain printed or graphic representation that would cause a substantial disruption or interference with school activities.

GRADUATION (P5227 and R5227)

Except as noted, to be eligible for graduation, students must successfully complete a total of 24.0 units of credit from courses as described in the annual Program of Studies for grades 9 through 12. In addition, Conestoga High School students must satisfy all Pennsylvania State graduation requirements. For students who have taken courses in other educational settings, the Principal or designee shall determine how transferred credits shall apply to transcripts and to meet graduation requirements. Grades earned in other settings shall not be incorporated into the student's final Conestoga High School grade point average.

**Credit requirements for Conestoga High School
Classes Graduating in 2019 and Beyond**

4.0 English to include 1.0 credit in World Literature, 1.0 credit in American Literature and 2 additional yearlong courses.

3.0 Mathematics

3.0 Science to include 1.0 credit in Biology.

3.0 Social Studies including 1.0 credit each in World History, United States History and United States Government /Economics.

1.9 Health/Physical Education

2.0 World Languages to be fulfilled by the completion of a Level II course in a second language or its equivalent.

2.0 Core electives to include 1 course from each of the following three areas: Business/Technology, Visual and Performing Arts, and FCS.

4.9 Electives; any course that has not been counted to fulfill other graduation requirements as indicated in the *Program of Studies*. Extended learning opportunities listed in the *Program of Studies* shall also satisfy this requirement.

0.2 College and Career Transition

24.0 Total Credits

OTHER REQUIREMENTS

Students in grades 9 and 10 must schedule at least 36 class periods, or the equivalent, per six-day cycle. Students in grades 11 and 12 must schedule at least 32 class periods, or the equivalent, per six-day cycle. Approved individualized educational programs and science labs may be counted for purposes of this scheduling requirement as described in the *Program of Studies*.

Students shall be awarded a maximum of 8.4 credits per academic year. Exceptions to this limit may be granted for students in danger of not fulfilling graduation requirements by the end of the senior year or for students who have applied for Early College or Graduation. Other exceptions may be granted for circumstances deemed appropriate by the Principal.

PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312 and R5312)

No student shall be denied the opportunity of participating in curricular programs and activities, including field trips, because of an inability to pay necessary fees for participation or costs of materials. For students wishing to participate in extracurricular programs and activities who are unable to pay the necessary fees or costs to participate, the District will make a good faith effort to identify funds to cover the fees or costs for such students, but cannot guarantee that such funds will always be available in all cases.

DRESS AND APPEARANCE (P5415 and R5415)

Students have the right to determine their dress and appearance as long as it conforms to norms of decency as set forth below and does not substantially and directly endanger physical health or safety, damage property or substantially disrupt activities.

Students may be required to wear certain types of clothing while participating in physical education classes or in activities such as music performances and athletics. A student may not be disciplined or excluded from regular instruction because of his or her appearance if style, fashion, or taste is the sole criterion for such action.

Students are expected to dress appropriately for weather conditions and in accordance with Board Policy.

Student attire or appearance that materially and substantially interferes with the educational process, threatens the school or community, depicts or encourages unlawful or otherwise prohibited activity, or interferes with another student's rights is not permitted.

Clothing bearing or depicting messages, images, or advertisements relating to drugs, alcohol tobacco is not permitted.

Clothing depicting violent or sexually explicit messages or images is also prohibited.

Absent an administrative exception to the contrary, students are expected to dress in accordance with Board Policy and the guidelines established in the applicable Student Handbook during school hours and at school-sponsored events.

Each school's dress code policy shall be gender-neutral. Schools cannot enforce specific attire based on gender.

Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school sponsored activities.

Students whose attire does not conform to the applicable standards will be asked to put on appropriate clothing. Students may be asked to change into appropriate clothing, if available at school, or the student's parent/guardian will be called and asked to bring appropriate clothing to school.

Students with questions about the applicable dress code or the appropriateness of particular attire/appearance shall direct such questions to the building principal or assistant principal.

Serious or repeated violations of the dress code will be subject to disciplinary action.

STUDENT ACCIDENTS AND INJURIES – TREATMENT AND REPORTING (P5422 and R5422)

The Board has created procedures for students who suffer injuries at school or during school events, including students who suffer brain injuries or cardiac arrest. The Board requires that brain injuries or symptoms of sudden cardiac arrest to student-athletes be taken extremely seriously and with the short- term and long-term health of the student-athlete kept uppermost in mind. Regulations which have been established with regard to this policy are available in the Athletic Office at CHS and in the Athletic Handbook.

STUDENT RECORDS (P5225 and R5225)

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law. Parents/Guardians and eligible students shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English. Notice of the rights of parents/guardians and eligible students with respect to student records, as well as other District guidelines governing the collection, retention, disposition and disclosure of student records is available for review in Board Policy and Administrative Regulation 5225, which are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5225.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5225.pdf>, respectively.

FIELD TRIPS (P6153 and R6153)

Students may have the opportunity to participate in supervised, school-sponsored field trips. Students are reminded that all rules and regulations of the District remain in effect. In the event that a trip is cancelled for any reason, the District shall not be responsible for monetary deposits lost due to such cancellation.

INTEGRATED PEST MANAGEMENT (P8012)

When pesticide applications are planned and scheduled in school buildings and/or on school grounds, the District will provide notification including: (1) posting a pest control sign in an appropriate visible area, (2) providing the pest control information sheet to all individuals working in the school building, and (3) providing required notice to all parents and guardians of students or to a list of parents or guardians who have requested notification of applications of pesticides. Records of the Districts' chemical pest control treatments for the past three (3) years are available to the public at the Districts' administrative office.

COMPLAINTS REGARDING THE DISTRICT (P1122 and R1122)

Complaints concerning the District's programs or operations should be directed to the staff member or the administrator immediately in charge of the area in which the complaint arises. Complaints received anonymously by the District, by the Board or by its members will not be recognized as formal correspondence; and therefore, typically will not be given a response.

The Superintendent shall promulgate Administrative Regulations detailing the process and procedures District personnel will follow for handling complaints received by the District. Special procedures provided by law or other District Policy for handling complaints in certain areas such as discrimination, sexual harassment, and resolving issues of concern for non-contract staff shall supersede the provisions of this Policy and its accompanying Regulation.

STUDENT WELLNESS (P5402 and R5402)

A copy of the District's Student Wellness and Nutrition Policy and Administrative Regulation are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5402.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5402.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully, as they contain important information about fundraisers in school involving the sale of food and regulations regarding bringing outside food into school.

TOBACCO, SMOKING PRODUCTS, AND ELECTRONIC SMOKING PRODUCTS – POSSESSION AND USE (P5411 and R5411)

The possession and/or use of tobacco by students is prohibited within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. Use of tobacco shall mean all uses of tobacco, including possession of lighted or unlighted cigars, cigarettes, pipes or other smoking products or material, smokeless tobacco in any form, and electronic smoking products. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals. Students who violate this Policy and Administrative Regulation will be subject to school-based discipline.

STUDENT SUBSTANCE ABUSE (P5405 and R5405)

Detected evidence of use of, distribution of, possession of, or being under the influence of prohibited items within any of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off District premises shall cause the student or students to be placed on immediate suspension and delivered into the custody of their parents or legal guardian. Aiding or abetting any of the above shall be treated in the same manner. The proper law enforcement authorities will be notified of such action. Expulsion proceedings may be initiated as warranted.

It is generally agreed that the most meaningful approaches to substance abuse involve a cooperative effort on the part

of students, parents, the school and community social agencies. Furthermore, the best contribution schools can make is to provide a positive, meaningful learning environment and an educational program of value for each student. Students attend school so that they may develop to their fullest potential. In order to create and maintain an academic environment, the school, with the support of the students and parents, must strive to eliminate substance abuse. The following regulations define practices intended to meet this goal.

I. STUDENT ASSISTANCE PROGRAM (SAP)

The District, recognizing the need to manage and treat the problem of substance abuse on a District-wide basis and to take appropriate measures to prevent the problem of such abuse, supports the maintenance of a Student Assistance Program. The purpose of the Student Assistance Program is three-fold: (1) to identify students who are having problems because of substance abuse or due to mental health problems, (2) to intervene when appropriate either by personal contact or through support groups, and (3) with the involvement and approval of parents, to refer those students for appropriate help.

The Student Assistance Program is not a treatment program. It seeks to improve identification of students who exhibit "at risk" behavior, such as suicidal intent, depression and substance abuse. It also provides for intervention by alerting parents or guardians to behavioral changes or related school problems and by making referrals to outside agencies or school support services.

II. STUDENTS SEEKING HELP

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a drug, alcohol, or substance abuse problem, and who is not under the immediate influence or in possession of a substance governed by Policy 5405 is not subject to the disciplinary provisions outlined in Administrative Regulation R5405. In such instances, an intervention plan will be developed and implemented at the principal's direction in conjunction with the Student Assistance Team.

- School personnel to whom a student reports and from whom he or she seeks help should consult with the student and make an appropriate referral to the Student Assistance Team, counselor or administrator.
- The Student Assistance Team will make an appropriate assessment and referral for psychological, medical or other types of help as indicated. If assessment or treatment appears necessary, the consent of the parent or legal guardian of the student shall not be necessary to refer the student for treatment, although the District will notify the parent or legal guardian of any such referral.
- Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- In accord with the Pennsylvania Drug and Alcohol Abuse Control Act, a student in the District who suffers from the effects of substance abuse may consent to counseling or medical care related to its diagnosis and treatment.

III. VIOLATION OF POLICY 5405

Policy 5405 is violated when any student, employee, visitor, guest or any other person manufactures, uses, abuses, possesses, is under the influence of, distributes or attempts to distribute substances subject to Policy 5405 or paraphernalia associated with substances subject to Policy 5405 on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of substances subject to Policy 5405.

- A. "Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of substance subject to policy 5405.
- B. Simulated ("look alike") medication is prohibited and its possession is a violation of this regulation. This would include sale, distribution, or possession of substances which look like controlled pills, alcohol, marijuana or other substances which alter behavior or judgment.
- C. The principal or designee is authorized to prevent any person from entering District premises, who possesses or attempts to distribute, or is under the influence of substances subject to Policy 5405.
- D. Students who are on field trips or are participating in school-sponsored activities at or away from school are subject to Policy 5405 and these regulations. Any students covered by the rules in the *Coaches Handbook* or by agreements governing participation in non-athletic extracurricular activities shall also be subject to these regulations. Students who violate these regulations may be returned home, if warranted, before completion of the activity, and the appropriate authorities shall be notified as indicated elsewhere in Administrative Regulation R5405.

ADMINISTRATION OF MEDICATION TO STUDENTS (P5406 and R5406)

Unless specifically authorized otherwise by Board Policy, the administration of medication to a student during school, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity, will be permitted only upon prior consent of the student's parent/guardian and at the direction of a licensed healthcare provider, in the following circumstances:

1. Where failure to take or make available such medication would jeopardize the health of the student or would prevent the student from attending school or participating in a school-sponsored activity; or
2. Where the administration of medication is part of a student's accommodation plan, service agreement, or Individualized Education Program (IEP), in accordance with applicable law.

A copy of the District's Board Policy and Administrative Regulation 5406 are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5406.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5406.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 and R5113)

Students of compulsory school age are required to attend school. Regular, timely attendance will ensure every student has the opportunity to achieve. Many of the rules and procedures governing tardiness, absences and truancy are mandated by Pennsylvania law and school code. The District's Board Policy and Administrative Regulation governing student attendance are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5113.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5113.pdf>, respectively. It is important that students and their parents/guardians review these documents and familiarize themselves with the District's procedures.

INTERNET AND COMPUTER NETWORK SAFETY AND USE (P6190 AND R6190)

Individual student access will be offered to all students only after students have submitted the completed Network Acceptable Use Agreement. Individual users of the District computer networks are responsible for their behavior and communications over these networks. In compliance with the Children's Internet Protection Act, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Blocking software will be used on the Internet in an attempt to protect minor students from obscene material, all pornography, including but not limited to child pornography, other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act), and other categories deemed necessary by the administration (see Regulation 6190). Other Internet users will also have these categories blocked. An administrator, supervisor, or person authorized by the Board may disable the technology protection measure if needed for bona fide research or other lawful purpose.

The Information Services Department monitors its network for unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate legal and disciplinary action may be taken. Information placed on any District computer or server is subject to review and may be deleted without notice.

The network is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. Students and staff are expected to act in a responsible ethical and legal manner in accordance with the District Policy 6190, acceptable rules of network etiquette and Federal and State law. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
4. Use of the network for non-school related work on more than an incidental basis.
5. Use of the network for product advertisement or political lobbying.
6. Use of the network to transmit hate mail/speech, discriminatory remarks and objectionable, offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Use of the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of the network to disrupt the work of other users.
12. Impersonation of another user.
13. Sharing District password with, or allowing password to be used by, anyone else.
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure.

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414 and R5414)

Except where the use of electronic devices has been prohibited by law, students may possess electronic devices within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The administration shall have the right to regulate the use and possession of all electronic devices. In addition to limitations on use and possession imposed by the school administration, possession of electronic devices is subject to the following restrictions:

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1. Students may not use electronic devices to conduct any activities which violate state and/or federal law, Board Policy, District Administrative Regulations or school rules.
2. Students may not use electronic devices in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
3. Students may not use electronic devices or have them readily accessible when they are in restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.

Notwithstanding the rules set forth above, electronic devices may be used:

1. At any time to respond to or report an emergency situation; and
 2. When and as required pursuant to a student's Individualized Education Program or Section 504 Service Agreement.
- Violations of this Policy may result in disciplinary action, including suspension and/or expulsion.

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT HIGH SCHOOL STUDENT ACCEPTABLE USE AGREEMENT

The T/E educational network and information technology resources are provided for educational purposes that advance critical thinking, construct knowledge, and facilitate communication and collaboration in a connected world. Access to the T/E educational network is a privilege and entails safe, legal, and responsible use. When using a personal or District-provided electronic communication device* during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Users agree to be bound by the terms and conditions contained below, as well as the guidelines contained in Board Policy and Administrative Regulation 6190 (Internet and Computer Network Safety and Use). Users may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms, or other areas where individuals would have a similar expectation of privacy.

To respect and protect the privacy and safety of others and themselves, users must:

1. Use only assigned network accounts or approved network folders.
2. Keep passwords private and secure, and refrain from distributing private identifying information.
3. Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.

To respect our T/E educational community, users must:

1. Communicate in ways that are respectful, safe, and appropriate.
2. Report threatening or discomfoting materials to a teacher or administrator.
3. Refrain from buying, selling, advertising, or otherwise conducting business.
4. Access, transmit, or create only educationally-appropriate materials, avoiding materials of a violent, sexual, obscene, illegal, discriminatory, defamatory, or otherwise inappropriate nature, regardless of whether the content is blocked by District filtering programs.

To respect and protect the intellectual property of others, users must:

1. Cite sources and give credit when using another person's work.
2. Follow copyright laws by not copying, downloading, installing, or distributing illegal copies of copyrighted materials such as games, images, music, or video.

To respect and protect the integrity, availability, and security of all technology resources, users must:

1. Observe all T/E educational network Internet filters, and not use anonymous proxies or other technologies to bypass District filtering programs.
2. Not destroy or damage files, folders, software, network servers, equipment, or other resources.
3. Refrain from accessing, streaming, downloading, installing, and storing unauthorized files such as games, audio, or video files.

Additional Guidelines for Students Using Personal Electronic Devices:

1. Users are responsible for all damage, loss, misuse, or theft of their personal device.
2. Users are responsible for charging and troubleshooting their personal device.
3. Users are not expected to share their personal device.

Consequences for Non-Compliance:

Failure to comply with the T/E School District High School Student Network Acceptable Use Agreement may result in the loss of a user's privileges to use District-provided and/or personal electronic resources, disciplinary action up to and including suspension or expulsion from school, depending upon the severity of the offense, and/or referral to the appropriate law enforcement agency where appropriate.

Supervision and Monitoring:

As stated in Regulation 6190, "Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure."

The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and use. Classroom teachers will determine what constitutes appropriate use of electronic devices within their classroom. However, electronic devices may be used when and as

required pursuant to a student's Individual Education Program or Section 504 Service Agreement.

Electronic devices may be used at any time to respond to or report emergency situations.

ACKNOWLEDGEMENT:

I have read or have had read to me the T/E School District High School Student Network Acceptable Use Agreement. I agree to follow these guidelines.

I understand that if I violate the T/E School District High School Student Network Acceptable Use Agreement my network account may be terminated and I may face other disciplinary measures as indicated above and consistent with District policy.

I understand that I am responsible for my network account and all activity within my account.

Student Name: (printed) _____ **Grade** _____

Student Signature _____ **Date** _____

*Definition of "Electronic Communication Device," as outlined in Regulation 5414

"Electronic Communication Devices" shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are lasers, are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.

DISTRICT ISSUED LAPTOPS (P6194 AND R6194)

The District-network refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes email, cloud-based storage, programs, and applications made available through the District.

Laptops

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
3. The Superintendent shall establish regulations to implement the One-to-One Laptop Initiative which provide for the following:
 - a) Internet filtering in accordance with Policy 6190;
 - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
 - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
 - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected; and
 - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued.

Sanctions

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary

procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulations and, depending on the nature and seriousness of the offense, could result in referral to law enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted. Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.

Cost Sharing Fee

Families of students participating in the One-to-One Laptop Initiative will be asked to pay an annual cost-sharing fee of \$50 per student, with a maximum annual family fee of \$100. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to participate in the One-to-One Laptop Initiative but who cannot afford the cost-sharing fee shall contact their child's school counselor or building principal to discuss available solutions.

Accidental Damage Protection and Other Repairs

The annual cost-sharing fee paid by the families of students participating in the One-to-One Laptop Initiative shall include a manufacturer's extended warranty for the life of the Laptop in the District to cover hardware repairs due to defective parts. Additionally, the cost sharing fee includes Accidental Damage Protection, which covers Laptop repairs or replacement due to damage that occurs during normal use of the laptop. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$150, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$200, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism) as those terms are defined in the warranty to be made available on-line.

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or, if the damage cannot be repaired, replacement at the current replacement cost, prorated based on the original device cost.

Notwithstanding the above provisions, students and their parent/guardian are responsible for the replacement cost of the laptop, prorated based on the original device cost, and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

Procedure for Reporting Laptops Missing or Stolen

Students issued Laptops are required to immediately report missing, stolen, or suspected stolen Laptops to a school administrator. To report a Laptop missing or stolen, the student must contact a school administrator by phone, email, or by visiting the/her office.

Notice Regarding Filtering

Although students are primarily responsible for the use of the Laptop and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through the Laptop on or off school property. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

FOOD AND NUTRITION SERVICES – STUDENT MEAL CHARGE POLICY (R8120)

School Meal Account Procedures / Meal Charging Policy

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register.

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and/or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied a meal because of the insufficient funds in their student meal accounts. In addition to purchasing a meal, students are permitted to charge a la carte food items, even if their individual student meal accounts lack sufficient funds, as long as their balance is not negative \$50 or more. In any event, the District will initiate procedures to restrict a la carte purchases when the student's negative meal account balance exceeds \$50 and the student will only be permitted to

purchase a breakfast and lunch meal.

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student meal account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student meal account balance.

Low & Negative Account Balance Notification

If a student has an account balance of \$5.00 or less, the parent/guardian will be notified at least weekly by email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice should be marked "confidential – to be opened by addressee only." If the student's outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches, a request for payment letter will be mailed or emailed to the student's parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program. In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

If the student's outstanding account balance due is in excess of \$50.00 and remains unpaid for more than 30 days, the parent/guardian may incur additional collection charges on the outstanding balance. If a good faith effort is not made towards payment of the outstanding balance due, then a referral to an outside authority or agency may be made.

Parents/guardians experiencing economic hardships may request payment arrangements from the District.

Additional Information

The Principal or designee shall notify Food and Nutrition Services regarding departing students so that account balances can be rectified prior to their departure. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District's Food and Nutrition Services webpage.

Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least two written correspondences, as outlined above, to the student's parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Business Manager for appropriate action. Such unrecovered/delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and transferred to the Food Service Fund at the appropriate time to offset unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

Distribution

This Administrative Regulation, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.