

CONESTOGA HIGH SCHOOL CODE OF STUDENT CONDUCT

See attached Tredyffrin/Easttown School District [Policy 5401](#) and [Regulation 5401](#) (Student Discipline)

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 a fair hearing 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 2:30 PM to 3:15 PM Monday through Thursday. Students are responsible for transportation needs. Students must report to detention at or before 2:30, 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 2:30 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 (2:20) 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 AND CHEATING)

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.

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 inhibit 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 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 increment.s 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

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

Action: An individual or group of individuals who has directed, assisted, or engaged in hazing of another individual or group shall be investigated and subjected to discipline in accordance with applicable Board policy and Code of Conduct guidelines. ([Reference Policy 5421](#))

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 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 one day of external suspension for the first offense, two days of external suspension for the second, and three 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 offense and a \$50.00 fee for each additional 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](#))