



**CONESTOGA HIGH SCHOOL**

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**CODE OF CONDUCT**

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**2024-2025**

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**STUDENT CODE OF CONDUCT**  
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See attached Tredyffrin/Easttown School District [Policy 5401 and Regulation 5401](#) (Student Discipline)

**UPDATES FOR 2024-2025 ARE HIGHLIGHTED IN YELLOW**

**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 difference 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. THESE MAY TAKE THE FORM OF RESTORATIVE PRACTICES, ADMINISTRATIVE CONFERENCES, TEACHER DIRECTED DISCIPLINE, OUT OF SCHOOL SUSPENSION, AND EXPULSION.

### **TEACHER DIRECTED DISCIPLINE (TDD)**

Teachers assign and monitor teacher directed discipline. These disciplinary actions are usually assigned for violating the teacher's classroom standards for academic and/or social behavior. The following disciplinary actions may include but are not limited to written reflection, restorative conference, phone conference with parent, and/or conference with grade level administrator, teacher, and student. Failure to report to comply with teacher directed discipline may result in referral to the administration for possible imposition of additional discipline.

### **RESTORATIVE PRACTICES (RP)**

Restorative practices provide strategies and intervention which allow students to self-correct, problem solve, make amends, repair harm, learn new behaviors, and restore good standing. When students are supported, they participate in an accountable, restorative intervention that addresses specific issues and behaviors, which may otherwise warrant a punitive consequence. Restorative practices may include but are not limited to, conference with the teacher and/or counselor, peer mediation, verbal correction and redirection from the teacher, written reflection/apology, and/or conference with an administrator.

### **ADMINISTRATIVE CONFERENCE (AC)**

An administrative conference takes place with the student and an Assistant Principal. An administrator will engage in a conversation with the student to make reasonable efforts to resolve disciplinary consequences. This equates to a warning for future discipline infractions.

### **LOSS OF PRIVILEGE (LOP)**

Loss of privilege is taking away a school privilege from a student as a consequence for a code of conduct violation. LOP will be assigned by an Assistant Principal. This type of logical consequence is used when a student's behavior does not meet established expectations. LOP means that the student will lose the privilege of being free for an unassigned period(s) and the loss of student privileges (such as late arrival, **Lunch and Learn**, leaving campus for lunch and early dismissal) for an assigned period of time.

### **AFTER SCHOOL DETENTION (SD)**

School detentions are held in designated rooms at Conestoga from 3:00 PM to 3:45 PM Monday through Thursday. The detention must be scheduled within two weeks of meeting with the Assistant Principal. 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. The detention must be scheduled within two weeks of meeting with the Assistant Principal. 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. The detention must be scheduled within two weeks of meeting with the Assistant Principal. 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.

### **INTERNAL / IN SCHOOL SUSPENSION (ISS)**

In-school suspension, also known as ISS, is **a form of discipline that keeps students in school but isolates them from the rest of the student body**. During internal suspension, the student is present in school under the supervision of an assigned teacher or aide. Teachers will prepare assignments and/or materials for students that **MUST** be completed during the period of suspension. The time period for external suspension starts at 7:50AM and continues through the school day (2:50 PM) of the date set for the suspension.

### **EXTERNAL/OUT OF SCHOOL SUSPENSION (OSS)**

Denying a student, the privilege of attending class for even a brief 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 to 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 their 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. Cheating, plagiarizing, and unauthorized collaboration are the most common violations of academic integrity. While the Code of Conduct does not explicitly prohibit AI (Artificial Intelligence) technologies, it is the expectation that work submitted by each student is entirely their own. The unauthorized use of AI, unauthorized collaboration, cheating, and plagiarism undermine the learning process and are violations of the code of conduct. Specific examples of academic integrity violations include, but are not limited to, the following:

### **Cheating**

- Giving or receiving information about the content of a quiz, test, exam, or other assessment
- Giving or receiving answers during a quiz, test, or exam
- Consulting with others or outside resources when instructed not to do so
- Manufacturing or changing data, inventing outside sources, falsely attributing quotations, or making up quotations and crediting them to a real or fictitious source
- Doing someone else's work, or claiming ownership of someone else's work
- Submitting the same paper, or largely the same paper, in more than one course
- Referring to notes, outlines, timelines, calculators, or translators during quizzes, tests, essays, and exams, unless told to do so by the teacher
- Using a calculator or any other electronic device in a manner inconsistent with guidelines provided by the teacher

### **Plagiarism**

- Intentionally or unintentionally using words, images, or ideas without proper citation
- Paraphrasing a source without proper citation
- Misrepresenting in any way someone else's intellectual property

### **Unauthorized collaboration**

- Helping another student to complete (or being helped by another student to complete) assigned work in a manner not permitted by the teacher. **This includes exchanging money or services for the performance of academic work that undermines the integrity of any assignment.**

It is important for students to remember that reporting instances of cheating is a responsible and ethical action that helps to maintain the integrity of our educational environment. Students who receive unauthorized assessment materials, witness, or suspect cheating should report to a teacher or administrator and provide them with the details of the incident. If the reporting student has any evidence of cheating, such as photos, videos, written notes, etc., they should present that evidence to an administrator. Administrators will treat reports of cheating with confidentiality.

All violators of the Academic Integrity Policy will be referred to honor societies for further review and could impact the student's participation in honor societies. **Students who are members of the National Honor Society (NHS) who commit a violation of academic integrity will be referred to the NHS Faculty Council for discipline and/or removal.**

**Action:**

**Level 1 Consequence:**

A first academic integrity violation ordinarily leads to a Level 1 consequence. The school takes a first offense seriously and uses it as an opportunity for education and growth. A Level 1 consequence will ordinarily include the following:

- The student will be asked to redo and successfully complete the assignment or to complete an alternative academic assignment for 50% credit. Failure to complete the redo will result in a 0%.
- An educational and/or counseling intervention may occur as determined by grade level assistant principal and teacher.
- Teacher will contact parent.
- Discipline can result in LOP or Saturday Detention.

**Level 2 Consequence:**

A first offense that is egregious (e.g., multiple instances of cheating, distributing materials to help others cheat, etc.) or a second offense will ordinarily lead to a Level 2 consequence. A Level 2 consequence will ordinarily include the following:

- A grade of 0% will be assigned.
- An educational and/or counseling intervention will occur as determined by the grade level assistant principal and teacher.
- Discipline can result in LOP or Saturday Detention.

**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 at least five days of external suspension (OSS), a conference with parents and police authorities. 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, Loss of Privilege, 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 may be held in the auditorium, atrium, or gymnasium and may also be held virtually in large groups. 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 Loss of Privilege and school detention, restorative practices, administrative conference, teacher directed discipline, Evening Supervised Study, Saturday Detention, or suspension.

## **ATTENDANCE PROCEDURES**

Students at compulsory school age (under 18) 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.

## **STUDENT ABSENCE PROCEDURES**

1. Parent/guardian of the student contacts the attendance office at 610-240-1050, after 7:15 a.m. This is for reporting purposes only; an absence note/email is still required. To the extent possible, Attendance Office personnel will phone the home of any student whose absence from school was not reported.
2. Upon the student's return to school, a note/email must be presented to the Attendance Office, Room 104. The note/email should include the student's name, date(s) of absence, reason for absence and the parent's signature. Parents/guardians may email excuses to the Attendance Office at [chsattendance@tesd.net](mailto:chsattendance@tesd.net).
3. If an absence note/email is not turned in within three (3) school days, the absence is considered unexcused.
4. In accordance with applicable Pennsylvania law, the District will follow the procedures outlined in Administrative Regulation 5113 (Procedures for Enforcing School Attendance) to properly respond to and report student truancy to appropriate authorities. (Reference Policy and Regulation 5113).
5. Multiple tardies can be cumulatively counted as an absence.

## STUDENT TARDY PROCEDURES

1. Any student arriving after the start of 1st period (7:50a.m.) shall be considered tardy. Tardy students will enter through the Main Lobby doors.
2. Upon arrival to school, the student must present a signed parent note/email indicating the reason for the tardy. If a note/email is not presented, it will be considered an Unexcused Tardy.
3. The student will be given a pass and should report to the class in session.
4. The only exception to this procedure is if the student is late due to a late school bus, in which case security staff will issue bus passes to affected students.
5. Failure to follow these procedures will result in disciplinary action.

## EXCUSED VS. UNEXCUSED ABSENCES AND TARDIES

Administrators register absences and tardiness as excused only for those reasons cited in the Pennsylvania Public School Code and Board Policy. The reasons cited are:

1. Personal illness
2. Family Emergency
3. Death of a Family Member
4. Medical or Dental Appointments
5. Authorized School Activities
6. Educational Travel with Prior Approval
7. Pre-approved Religious Instruction (limit 36 hours per year)
8. Bona Fide Religious Holiday
9. Tutorial Instruction in a field not offered in the district's curricula
10. Attending Court Hearings related to involvement with the County Children and Youth Agency or Juvenile Probation Office
11. Participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act
12. Dismissal from school during school hours for health-related reasons by a designated staff member
13. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
14. Absences due to a student's parent/guardian being called to or returning from military duty, in accordance with Board Policy
15. Rare and extraordinary circumstances, only if approved by the Superintendent and otherwise in accordance with Board Policy Absence note/emails must be presented to the Attendance Office within three (3) school days of the absence to be considered Excused.
16. If a student is absent or tardy for reasons other than those identified above, the absence or tardy will be marked as Unexcused.

## EXCESSIVE EXCUSED TARDY

Beginning with excused tardy five in one semester, a student will receive a school detention or a Loss of Privilege for a day for each excused tardy thereafter. If a student accumulates ten (10) days of tardiness within a semester, a parent conference will be requested, and the student will receive a Saturday Detention. Excessive tardiness for medical reasons will not result in disciplinary action when a doctor's note/email explaining the condition as it relates to excessive lateness is on file in the Nurse's Office.

### EXCESSIVE UNEXCUSED TARDY

When students are tardy for reasons other than those permitted by the Pennsylvania Public School Code or Board Policy, those tardies will be recorded as Unexcused tardy. Unexcused tardies The following chart explains the penalties for unexcused tardiness:

#### Grade 9

- Unexcused Tardies #3, #4: 1 Day LOP of Lunch and Learn.
- Unexcused Tardies #5 and #6: 2 Day LOP of Lunch and Learn.
- Unexcused Tardies #7, #8 and #9: 1 Week LOP of Lunch and Learn and 1 ESS.
- Ten or greater Unexcused Tardies: 2 Week LOP of Lunch and Learn and 1 SAT Detention.

#### Grades 10, 11 and 12

- Unexcused Tardies #3 and #4: 1 Day LOP of Lunch and Learn.
- Unexcused Tardies #5 and #6: 2 Day LOP of Lunch and Learn.
- Unexcused Tardies #7, #8, and #9: 1 Week LOP of Lunch and Learn, Privileges, and 1 ESS.
- Unexcused Tardies #10+: 2 Week LOP of Lunch and Learn, Privileges, and 1 SAT Detention.

### EARLY DISMISSALS

Students who request permission to leave school before the end of the school day must present to the Attendance Office a note/email from a parent/guardian including the date, reason, departure time, and parental/guardian signature before the start of homeroom.

Notes/emails of excuse for medical appointments must include the medical practitioner's name and telephone number for verification. If excused, the student will be given a pass to leave the building. Students leaving school early must exit through the designated door and present their pass to the staff person on duty. Leaving school during the school day without prior approval is a serious violation of the Code of Student Conduct. Students who leave the building without reporting to the Attendance Office will be treated as leaving the campus without permission. Dismissal by the school nurse is an exception. Students who present an excuse note/ email after the fact will not be excused.

### COLLEGE VISITS

School vacation periods and weekends offer the best opportunities for college and university visits. Absence from school for the purpose of visiting colleges is permitted on a limited basis for juniors and seniors. Written requests for college visits must be made to the Attendance Office prior to the absence.

### TRAVEL—EDUCATIONAL/FAMILY

To prevent unexcused absences, students requesting permission to be excused for educational travel must complete the appropriate form in the Attendance Office prior to departure. The Superintendent or designee must approve absences in excess of five school days. The student is responsible for making arrangements with teachers to complete work missed during any absence.

### VISITS TO SCHOOL WHILE ABSENT AND/OR SUSPENDED

Students who are absent from school may not visit the school for any reason during the absence without first obtaining the permission of the administration through the Attendance Office.

## **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. It 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.

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 restorative practices, administrative conference, parent conference, Evening Supervised Study, Loss of Privilege, 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 their 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 the emergency exit only for emergencies, unless otherwise directed by the 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 of 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](#) ).

### **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, atrium and courtyards. Use of electronic devices during class or in other locations being used for instructional purposes requires authorization of 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 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 and participants to disciplinary action unless the use is approved by a teacher or an administrator. (Reference [Policy and Regulation 5414](#))

**Action:** Depending on the seriousness and frequency of the violation, disciplinary action could include, but is not limited to, restorative practices, administrative conference, teacher directed discipline, parent conference, Evening Supervised Study, Loss of Privilege, suspension, and/or a recommendation for expulsion. Failure to follow a teacher's directions regarding cell phones will result in a grade level conference with an administrator. In addition, police may be notified. 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 excessive unexcused classroom tardiness will be referred to their grade level administrator. Additionally, excused lateness (more than 2) from the same teacher will also be referred to the grade level administrator for review. Chronic lateness will result in disciplinary consequences, disciplinary action could include, but is not limited to, Loss of Privilege, school detention, restorative practices, administrative conference, teacher directed discipline, Evening Supervised Study, and Saturday Detention.

## **COMMON AREA BEHAVIOR EXPECTATIONS**

### **ATRIUM, CAFETERIA, COURTYARD, HALLWAY, and RESTROOM BEHAVIOR EXPECTATIONS**

Students are expected to abide by the Code of Conduct while in common spaces. Students are to always interact respectfully with each other and with staff, this includes not eating or drinking, maintaining appropriate volume and refraining from inappropriate behavior.

#### **Atrium**

The atrium is a community space that is to be shared respectfully by all students. While students are in the Atrium, they are expected to uphold the following expectations:

- Sign-in to the location within 5 minutes of the start of the period and stay in that location until the period ends.
- **Eating and drinking are permitted in non-carpeted areas only.**
- Pergola spaces must be reserved prior to use. Reservations may be made in Room 2001. After 15 minutes into the period, unused pergola spaces may be used by any student.
- Keep the area clean and free from trash.
- Sit on the appropriate furniture that is provided. Furniture is NOT to be moved.

#### **Cafeteria/Large Courtyard Expectations**

While eating lunch or on a free period in the cafeteria and/or courtyard:

- Students are expected to enter/exit the cafeteria in an orderly fashion.
- Students must use appropriate language. Name-calling, racial slurs, abusive language or any inappropriate language will not be tolerated.
- During free periods, students must sign in and are not permitted to leave until the period ends.
- Students must clean up after themselves.
- Students must walk in the lunchroom.
- Students are not allowed to throw food or any items.

## **Hallway**

While in the hallway students are expected to:

- Walk in the hallway
- Use quiet voices during conversations
- Use appropriate language
- Respect everyone's space
- Follow staff directions

## **Restroom Behaviors**

- Responsible behavior is expected of all students when using the bathroom.
- One student at a time in a stall or individual bathroom.
- Eating is prohibited in restrooms.
- Students respect each other's privacy.
- Keep bathrooms clean.
- Paper towels are disposed of in the trash can.
- Flush the toilet.
- Make sure the faucet is turned off before you leave the bathroom.
- Report any behavior concerns (school property, students, and others).
- Students are expected to return directly and promptly to their classroom.

**Action:** Poor conduct in the common space areas will result in one of the following: Restorative Conference, detention, Loss of Privilege, and or suspension. Continued misbehavior in these specific areas will result in progressive disciplinary actions.

## **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/Eastown 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), and 8080 (Acceptable Use of Technology). Students 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, Loss of Privilege, suspension, and/or expulsion. Police may be notified. Additionally, computer privileges may be limited or suspended indefinitely. [Reference Regulation 8080.](#)

## **CUTS**

### **CLASS CUTS**

Regular attendance is essential to academic excellence. A 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.

#### Grades 9

- 1<sup>st</sup> Class Cut = Administrative Conference and **LOP of Lunch and Learn** for 2 weeks
- 2<sup>nd</sup> Class Cut = 2 Evening Supervised Studies and **LOP of Lunch and Learn** for 30 days
- 3<sup>rd</sup> or more Class Cuts = Saturday Detention and **LOP of Lunch and Learn** for 45 days

#### Grades 10, 11 and 12

- 1<sup>st</sup> Class Cut = Administrative Conference and Loss of Privileges for 2 weeks
- 2<sup>nd</sup> Class Cut = 2 Evening Supervised Studies and Loss of Privileges for 30 days
- 3<sup>rd</sup> or more Class Cut = Saturday Detention and Loss of Privileges for 45 days

### STUDY HALL CUTS

Regular attendance to study hall classes is essential to academic excellence for 9th grade students. A study hall cut is defined as an unexcused absence from all or part of a scheduled class or class activity.

#### Grade 9

**1<sup>st</sup> Study Hall Cut = Administrative Conference**

**2<sup>nd</sup> Study Hall Cut = 1 School Detention**

**3<sup>rd</sup> Study Hall Cut = 1 ESS**

**4<sup>th</sup> + Study Hall Cut = Progressive discipline for continuation of behaviors**

### **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, 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 always prohibited 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, 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 parents 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, Loss of Privilege, Saturday Detentions, Suspension (OSS), and police notification. Failing to report 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 is prohibited and will not be tolerated. 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, restorative practices, a conference with an Assistant Principal or other school official, school detention, Loss of Privilege, Evening Supervised Study, Loss of Privilege, and/or suspension.

## **DRESS/APPEARANCE**

Conestoga students are expected to dress appropriately for weather conditions and in accordance with Board Policy. Students are required to dress in such a way that their stomach, midriff, and buttocks are covered and not exposed. Parent support is important in the effort to maintain a productive academic atmosphere. 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.

## **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. The use of the student parking lot is a privilege. To use the student parking lot the student must submit an application 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. 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.

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. 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, Evening Supervised Study, Saturday Detention, 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 privileges for 60 days. 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 5405 (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 the 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), Loss of Privilege, 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:** The first offense 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, Loss of Privilege, a parent conference and referral to the police authorities, as well as 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 restorative practices, a conference with an Assistant Principal, school detention, Loss of Privilege, Evening Supervised Study and/or 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**

Any student in the hall, except for transition times, is required to sign out and sign in from a supervising teacher/adult. Student who have a free period during a given period are provided 5 minutes after the start of each period to be in the Atrium, Cafeteria or Library. Students in an assigned class must sign out and sign in of the classroom with approval by the teacher, after the first 5 minutes of class. Students are not permitted to roam the hallways during class periods.

**Action:** Students found to be in a place other their assigned location without a signing out of a classroom with teacher approval will have their names forwarded to the grade level administrator and may incur discipline, such as, but not limited to, Loss of Privileges, ESS, Saturday Detention, or suspension.

## **HARASSMENT/DISCRIMINATION**

The Tredyffrin/Easttown School District requires a positive learning and working environment that is free from any form of harassment. Our school environment reflects multiple forms of diversity. It is important to ensure an environment of safety, tolerance, respect for diversity, non-discrimination and equality for all students/staff, so that they can fully enjoy the opportunities that education has to offer them. Harassment/Discrimination means verbal, written, electronic, graphic, or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability when such conduct:

1. Is sufficiently severe, persistent, or pervasive that its impact on students or staff members creates an intimidating, threatening, or abusive 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/Discrimination 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 actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability. It 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. More specifically, incidents of harassment/discrimination could include, but are

not limited to verbal, written or electronic abuse in which the self-confidence or sense of safety of a person/group without the recipients being present, for example:

- stereotypical statements/behaviors
- comments and jokes
- mockery/teasing/making fun of someone's clothes, relationships, socioeconomic status, or physical appearance
- demeaning language/comments/gestures
- display of insignia/symbols/graffiti/slogans (on walls, on the desk, etc.) that threaten individuals or groups

**Action:** Depending on the seriousness and frequency, incidents of harassment/discrimination result in restorative practices, a parent conference, evening supervised study, Loss of Privilege, suspension, and/or a recommendation for expulsion. Students may be asked to complete a risk assessment. Police may be contacted. Repeated offenders will be expected to participate in an educational component as part of the disciplinary process. Subsequent offenses will result in additional disciplinary action. ([Reference Policy 5401](#)) ([Reference Policy 5401](#) and [6141](#)) ([Title IX/Sexual Harassment](#)).

## HAZING

Hazing, which 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 is prohibited:

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.

Any hazing activity shall be presumed to be forced upon the individual, even if the individual willingly participates, and **regardless of whether such activity was sanctioned or approved by any involved organization**. Endangering 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 any physical brutality, calisthenics or other physical activity, exposure to the elements, and consumption of food, alcoholic beverage, drug, or controlled substance. Endangering 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 5401](#))

## IDENTIFICATION

Students are required to carry the 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 give their name to school personnel correctly upon request will be considered insubordinate and will be subjected to progressive discipline.

## LEAVING CAMPUS

Students may not leave the school grounds without prior administrative approval. Upon arriving at school prior to 7:50AM students must enter the building and may not depart without written permission. 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 the main 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 includes **2 Saturday detentions and a 30-calendar day Loss of all Privileges**. 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 may subject to periodic general or random inspection for the safety, health and welfare of all students. For full guidelines regarding the search of student lockers, please reference [Administrative Regulation 5412](#). 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 use 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 any 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 are required for display or distribution of posters, fliers, handouts, etc. Such materials must be displayed according to school guidelines and be approved by the Activities Office, Room 208. The document will be signed and then can be placed on authorized bulletin boards around the school. School guidelines are in place to allow for student freedom of expression while also ensuring the content and placement of posters, fliers, etc. do not violate school rules or State and Federal law.

**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**

### **LUNCH AND LEARN**

LUNCH AND LEARN is a building privilege designed to enhance collaboration and foster the social and emotional well-being of students as a foundation for lifelong learning. All students in good academic standing are eligible to participate in LUNCH AND LEARN on Wednesdays and Thursdays. At all times, students are to conduct themselves in an appropriate manner and observe all school rules. In addition, students are expected to clean the area where they eat and stay in the areas designated for LUNCH AND LEARN. Students are only permitted to eat in the cafeteria, non-carpeted areas in the Atrium and in classrooms with teacher approval. Students are not permitted to eat in bathrooms. Students are not permitted to have food delivered to the school through services such as, but not limited to, Door Dash, Grub Hub or Uber Eats. If widespread abuse of LUNCH AND LEARN occurs, or a disruption to the educational environment necessitates, the administration may be adjust or remove LUNCH AND LEARN on a building-wide basis.

**Action:** Student misconduct during LUNCH AND LEARN will result in a referral to the Administration and potentially a temporary loss of LUNCH AND LEARN privileges in addition to any discipline assigned according to the Code of Conduct.

### **DELAYED ARRIVAL/EARLY DEPARTURE**

Juniors and seniors who are in good academic and disciplinary standing and who are not assigned to a class during the first block may obtain permission to delay their arrival until the end of first block. All students must attend homeroom. Juniors and Seniors in good academic and disciplinary standing who are not assigned to a class during the last block may obtain permission to leave the school at the start of that block. 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.

### **LUNCH**

12th grade students with written parent/guardian permission may leave the school property during fifth/sixth (A, B, C, or D Lunch) period lunch. Privilege forms are available on the Conestoga website.

**Action:** Returning late from a lunch privilege for the 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 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 replacement ID card will be issued three days after notification at a \$10.00 cost.

### SENIOR INTERNSHIP

All seniors have the opportunity to participate in the Senior Internship program. However, seniors who have not met all 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
- Adhering to program guidelines and deadlines
- Policy violations

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>.

### UNASSIGNED PERIODS

Sophomores, juniors, and seniors who are in good academic and disciplinary standing may, with parent/guardian approval, use unassigned periods to:

- go to the library, atrium, cafeteria, academic resource rooms, computer labs, arts centers or gym facilities (as available), Student Services and quiet study halls;
- visit teachers or guidance counselors; or
- study or converse with other students in the cafeteria or courtyard.
- sign in at that location within 5 minutes of the start of the period and stay in that location until the end of the period.

\*\*Please see Common Area Expectations for student behaviors in all locations

**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.

### **RECORDING OF INSTRUCTION**

When engaging in any learning environment sessions, students are prohibited from recording or livestreaming instruction unless expressly permitted in writing. Repeated and/or willful failure to adhere to this directive will lead to discipline.

**Action:** The following disciplinary actions may be imposed: Restorative Practices, administrative conference, teacher directed discipline, Loss or Privilege, restricted access, and/or suspension.

## **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. We understand that best practices may change depending on recommendations from local, state, and federal authorities. Students are expected to adhere to current safety regulations as outlined by administration in conjunction with local, state, and federal authorities (health protocols, opening exterior doors, propping exterior doors open, etc. Students will 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 Restorative Practices, Loss of Privilege, a conference with an administrator, up to possible 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 GUIDELINES**

At Conestoga High School sporting events, we take pride in creating a positive environment for all spectators and athletes. It is of utmost importance that all members in attendance exhibit and promote good behavior and sportsmanship. Conestoga joins the PIAA, District 1 and the Central Athletic League in promoting good sportsmanship by student-athletes, coaches, and spectators. We expect your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, school personnel or team representatives will not be tolerated and are grounds for immediate removal from the site of competition and could be subject to further disciplinary actions. We thank everyone who comes out to support our students and our school and look forward to another great year at Conestoga High School. 'Stoga Proud!

We expect that you:

- Understand your attendance is a privilege that provides an opportunity to observe an athletic contest; not to berate players, coaches, officials, or others.
- Cheer positively for your team.
- Encourage sportsmanship by supporting and respecting all players, coaches, and officials
- Treat players, coaches, officials, and other spectators with respect regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or disability
- Support decisions of coaches and officials.

- Appreciate the efforts of all players, coaches and officials.
- Be generous when we win and gracious when we lose.

We expect that you do not:

- Ridicule or berate players, coaches, officials, or other spectators.
- Engage in any unsportsmanlike conduct with officials, coaches, players or parents. This includes inappropriate comments including taunting, profanity, or gestures.
- Participate in any behavior endangering the health or well-being of a participant.
- Humiliate, denigrate, or intimidate, in any way, any participant or attendee. This includes any negative chants.
- Ridicule any participant for making a mistake.
- Attempt to coach from the stands/sidelines or grandstand.
- Confront coaches, officials, opposing fans or participants in an antagonistic manner before, during or after contest.
- Throw any object onto the court/field of play.
- Rush the field/court in protest or celebration after a contest.

**Any behavior that violates the above conditions can result in being removed from the site and can be subjected to further disciplinary actions or consequences.**

Other Expectations:

- Tobacco use, **vaping or any other electronic smoking products**, alcohol, illegal or other controlled substances are expressly prohibited, and law enforcement will be contacted if illegal activity is suspected.
- Attire should be appropriate and follow the school dress code in the Conestoga Student Handbook. No body suits, covering of face and head, disruptive costumes and or inappropriate clothing is allowed.
- Drones and pets are prohibited on campus at any time, including during sporting contests and at after school events, unless expressly permitted by Board Policy or approved in advance by the Superintendent or designee.
- Per the PIAA: The presence and/or the use of balloons, banners, laser pointers, noisemakers, pom-poms (by spectators), shakers, signs, sirens, strips of material, towels, whistles, and/or portable listening devices (without earphones) are prohibited.

Guidelines for Seating:

- Students need to be seated in the designated student area. No movement of seating for the purpose of taunting the opponent is permitted.
- Spectators are expected to sit in the bleacher area and not obstruct any aisles. Leaning against the front railings or field fencing is prohibited.
- TESD students in younger grades are encouraged to be accompanied by an adult and expected to follow the PIAA Spectator Guidelines.

### Theme Nights:

- Theme nights give our school the opportunity to come together in spirit to support our sports teams and are meant to bring the school together in a positive and fun way.
- Theme nights, (white outs/ black outs/ senior recognition) will be permitted if the theme is appropriate for the specific game and has been approved by administration.

### Posters:

- While the PIAA does not permit signs or posters at sporting events, “Fatheads” of our players are acceptable if they are used to cheer on the team appropriately.

### Conestoga Code of Conduct:

- All rules outlined in the Conestoga Code of Conduct are in full effect when students attend a contest or event as a participant or spectator. Violations of the Code of Conduct will be treated as if they occurred during the school day.

**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 sports team or school event in the event of improper conduct, whether or not they 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. An orderly atmosphere will be maintained throughout the study hall period. Students remaining in study hall must 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 an administrative conference, Evening Supervised Study, Loss of Privilege, and/or 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 utilize 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 Loss of Privilege to a period of 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. The following disciplinary actions may be imposed: restorative practices, administrative conference, parent conference, Evening Supervised Study, Loss of Privilege and/or suspension.

### **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 vehicle, 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. A vape is considered an electronic smoking product. ([Reference Policy and Regulation 5411](#))

**Action:** School personnel will confiscate tobacco products found in the possession of students. The failure of a student to comply with a request to relinquish these products shall be considered insubordinate behavior. Students found to be in violation of the accompanying Board Policy shall be assigned two Saturday detentions for the first offense and, if the violation involves vaping, then completion of a vaping education program will be required; one day of suspension for the second offense; two days of suspension for the third offense; and three days of suspension for subsequent offenses. Unless the offense is for vaping, a student who commits an offense under the accompanying Policy shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the District and to pay court costs.

## **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 Privilege, Evening Supervised Study, Saturday Detention, 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. 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. Weapon look-alikes are prohibited even if they are not actually capable of inflicting bodily injury. 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**

Please see <https://www.tesd.net/site/default.aspx?PageID=50> for a complete list of Policies and Regulations.

### **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 District Adult or student who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student or who is aware of or suspects a violation of Board Policy or Administrative Regulation 5461 shall immediately, or as promptly as possible thereafter under the circumstances, notify the Superintendent, Title IX Coordinator, principal or other administrator. The District's Title IX Coordinator is the Director of Equity and Public Programs.

Contact information for the Title IX Coordinator is available in Administrative Regulation 5461.

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.

Violations of this Policy and Administrative Regulation shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency and any applicable Board Policy.

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, threatening behavior or threats;
2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco Products: Possession and Use). 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, threat or other retaliatory conduct directed at school staff members or other members of the school community while subject to the school's jurisdiction, 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 of the

disciplined student will be notified of the disciplinary action, as will any staff member and/or the parent/guardians of any student determined to be a target or recipient of behaviors targeting others in violation of District policy.

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.

Policy and Administrative Regulation 5041 are available in their entirety on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5401.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5401.pdf>, respectively. Students and parents/guardians are encouraged to review these documents carefully in their entirety.

### **HAZING, BULLYING, DISCRIMINATORY HARASSMENT, THREATS, 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 regardless of whether the consent of the student was sought or obtained or whether the conduct was sanctioned or approved by the student organization.

**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.

**Discriminatory harassment** means verbal, written, electronic, graphic or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability 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.

Discriminatory 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 actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability.

Discriminatory harassment also includes sexual harassment, as defined below.

**Sexual harassment** is a specific form of discriminatory 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.

**Title IX sexual harassment** is a specific form of sexual harassment which means conduct on the basis of sex that satisfies one or more of the following:

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

**Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Dating violence** means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

**Different treatment discrimination** – when an individual or group of individuals is treated differently because of their sex.

**Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a

reasonable person to:

1. Fear for their safety or the safety of others; or
2. Suffer substantial emotional distress.

**Threat** means a communication of intent to harm another individual or property or behavior suggesting intent to harm an individual or property.

**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.

**Title IX Coordinator** means the District's Director of Equity and Public Programs, whose contact information is included in Administrative Regulation 5401.

**Transient threat** means there is no sustained intent to harm.

**Substantive threat** means the intent of the threat is present (or not clear) and therefore requires protective action.

**Behaviors targeting others** means bullying, hazing, harassment, threatening behaviors, and threats 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, discriminatory harassment, threatening behavior and threats.

Any form of bullying, hazing, discriminatory harassment, threatening behavior or threats 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, discriminatory harassment, threatening behavior or threats.

Students who believe they or others have been subjected to bullying, hazing, discriminatory harassment, threatening behavior or threats are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor. Students are also encouraged to report allegations of sexual harassment to the District's Title IX Coordinator.

Students, administrators, coaches, activity sponsors, volunteers, District employees, representatives, agents, and contractors shall be alert to incidents of bullying, hazing, discriminatory harassment, threatening behavior and threats and shall promptly report such conduct to their supervisor or the building principal. Individuals are also encouraged to report allegations of sexual harassment to the District's Title IX Coordinator.

Complaints of bullying, hazing, discriminatory harassment, threatening behavior and threats shall be promptly investigated, and appropriate discipline shall be administered to any individual who violates the District's prohibitions against bullying, hazing, discriminatory harassment, threatening behavior and threats, 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 discriminatory harassment shall be handled in coordination with the Title IX Coordinator. Reports of alleged sexual harassment must be handled in accordance with the procedures set forth on the District's website at <https://www.tesd.net/domain/1894> in the document titled "Grievance Process with Exhibits." Complaints of bullying, hazing, discriminatory harassment, threatening behavior and threats may also be referred to the appropriate law enforcement agency for investigation, as required by law or in accordance with Board Policies and Administrative Regulations.

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

## **EQUAL OPPORTUNITY AND NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141 and R6141)**

The District will provide an equal opportunity, for all students to achieve their maximum potential through the programs and activities offered by the District without discrimination on the basis of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status or handicap/disability, as required by Title VI, Title IX and Section 504. Furthermore, the District provides equal access to the Boy Scouts and other designated youth groups, as required by law. The District shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. 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. The District shall comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The District's Title IX Coordinator is the Director of Equity and Public Programs, whose contact information can be found in Administrative Regulation 6414. Depending on the specific allegations raised in a complaint received pursuant to this Policy, the Superintendent may designate additional individuals to assist the Title IX Coordinator in carrying out their responsibilities.

Students and third parties who believe they or others have been subject to discrimination are encouraged to promptly report such alleged incidents in accordance with Policy and Administrative Regulation 6141, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P6141.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R6141.pdf>, respectively. Additional information regarding the investigation and disposition of complaints can be found in the Policy and Administrative Regulation referenced above.

## **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 serious 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 on school property, 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 and general searches) to which students may be subjected. Students are encouraged to familiarize themselves with this information and procedures.

### **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***

**4.0 credits in English** to include 1.0 credit each in Literary Foundations, American Voices, Language and Composition, and Comparative Literature or AP Literature and Composition

**3.0 credits in Mathematics**

**3.0 credits in Science** to include 1.0 credit in Biology

**3.0 credits in Social Studies** to include 1.0 credit each in World History, United States History, and United States Government /Economics

**2.0-2.25 credits in Health/Physical Education (see details in Regulation 5227)**

**2.0 credits in World Languages (see details in Regulation 5227)**

**2.0 credits in Core Electives** to include 1 course from each of the following three areas: Business/Technology, Visual and Performing Arts, and Family and Consumer Sciences

**4.5-4.8 credits in Electives;** any course that has not been counted to fulfill other graduation requirements as indicated in the *Program of Studies*. Experiential Learning Opportunities listed in the *Program of Studies* shall also satisfy this requirement.

**0.2-0.25 credits in College and Career Transition (see details in Regulation 5227)**

**24.0 Total credits (minimum)**

### **OTHER REQUIREMENTS**

A student who successfully completes coursework in Computer Science shall be permitted to apply up to one credit toward the Mathematics credit requirement for graduation. Computer Science courses that qualify for Mathematics credit shall be published annually in the *Program of Studies*.

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.

### **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.

### **PARTICIPATION OF ECONOMICALLY 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.

### **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.

### **RECORDING IN SCHOOLS AND ON SCHOOL BUSES/VEHICLES (P8070 and R8070)**

In order to promote a safe school environment for all stakeholders, the interior and exterior of schools and other District property may be equipped with video and audio recording devices. The Superintendent is authorized to provide law enforcement with access to live images and audio captured by recording devices in order to promote the health, safety and welfare of student, staff, and other individuals. The Board of School Directors has also authorized the use of video and audio recording on school buses and vehicles while transporting students for school-related purposes for disciplinary and security purposes. Students and, when applicable, school bus passengers will be notified as to the presence and possible activation of any video and audio recording devices. Additional information can be found in Board Policy and Administrative Regulation 8070, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8070.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8070.pdf>, respectively.

### **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.

### **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 their 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 events. The Board requires that brain injuries or symptoms of sudden cardiac events 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 or Main Office and in the Athletic Handbook.

### **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.

### **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 PRODUCTS – POSSESSION AND USE (P5411 and R5411)**

The possession, distribution and/or use of tobacco products by students is prohibited in all 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 foregoing is a total ban, for all students, on all possession, distribution and/or use of tobacco products in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. The definition of “tobacco products” is outlined in detail in Policy 5411, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5411.pdf>, and includes the use of vaping and other electronic smoking products. Students who violate this Policy will be subject to school-based discipline.

### **STUDENT SUBSTANCE ABUSE (P5405 and R5405)**

Students are prohibited from using, distributing, possessing, or being under the influence of prohibited substances in any of the buildings owned by the District, on District property, in school vehicles and/or while participating in school-sponsored activities on or off District property. Students who are found to be in violation of this prohibition shall be suspended from school and disciplined in accordance with Board Policy and the applicable student handbook. Aiding or abetting any of the above-mentioned prohibited conduct shall be treated in the same manner. The definition of “prohibited substances” is outlined in detail in Policy 5405, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5405.pdf>. Violations of this Policy shall be referred to the appropriate law enforcement agencies in accordance with applicable law or regulations, Board Policy, and the Memorandum of Understanding in effect with local law enforcement. The District reserves the right to enforce this Policy and the accompanying Administrative Regulation with respect to off-campus conduct to the fullest extent permitted by law. The District, recognizing the need to address the problem of substance abuse on a District-wide basis, 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/guardians, to refer those students for appropriate help. Additional information regarding the Student Assistance Program and procedures for students to seek help for themselves or on behalf of another student with a drug, alcohol, or substance abuse problem can be found in Administrative Regulation 5405, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5405.pdf>.

### **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.

### **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 District's chemical pest control treatments for the past three (3) years are available to the public at the District's 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.

### **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 **truancy, absences, and tardiness (which can be cumulatively counted as an absence)** 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.

### **ELECTRONIC DEVICES (P5414 and R5414)**

Electronic devices include all devices that can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio or video data, calls, messages, images, or any other form(s) of communications; or that can connect to the internet. This definition includes all devices with voice, data, text, and/or navigation capabilities, those that perform word processing functions, and those that support computer and online applications (apps).

The District has the right to regulate the use of electronic devices in accordance with applicable law. Students may possess electronic devices in buildings owned by the District, on school grounds, in

school vehicles, and/or while participating in school-sponsored activities , subject to the conditions contained in Board Policy and Administrative Regulation 5414 and any additional regulations imposed by the building principal or designee.

The use of electronic devices is subject to the following restrictions:

1. Electronic devices may not be used to conduct any activities that violate applicable law, Board Policy, Administrative Regulations, school rules, or any applicable student handbook or code of conduct.
2. Electronic devices may not be used in any manner that interferes with, or is disruptive to, educational or extracurricular activities or events of the District.
3. Unless authorized by a teacher or building administrator for use in connection with an activity related to the curriculum or other District-sponsored activity, electronic devices must be turned off or set on silent mode when students are in classrooms and other locations where instruction is taking place.
4. Use of electronic devices in restrooms, locker rooms, and other areas where individuals would have a similar expectation of privacy is expressly prohibited.
5. Without prior permission from an administrator or teacher, students may not use electronic devices in school to capture videos, photos or audio.
6. The District is not responsible for any damages or theft that may occur to electronic devices.
7. Personal electronic devices must be used in accordance with Board Policy and Administrative Regulation 8080 (Acceptable Use of Technology).

Notwithstanding the rules set forth above, electronic devices may be used at any time for the purposes of reporting an emergency situation or a violation of Board Policy, Administrative Regulations, school rules, or any applicable student handbook or code of conduct to an appropriate school official when such violation constitutes a threat to the health, safety or welfare of members of the school community. Electronic devices may also be used in accordance with a student's IEP or Section 504 Service Agreement. Violations of Board Policy or Administrative Regulation 5414, including any regulations imposed on the use of electronic devices by individual building principals, may result in disciplinary action, including suspension, expulsion and/or referral to law enforcement.

A copy of the District's Board Policy and Administrative Regulation 5414 are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5414.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5414.pdf>, respectively.

Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

### **ACCEPTABLE USE OF TECHNOLOGY (P8080 and R8080)**

The Board recognizes the need to establish rules and regulations for the use by students, staff, and other authorized users of District-owned or issued technology resources, consistent with the educational and operational goals of the District.

District owned or issued technology resources (referred to hereafter as "District technology resources") shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the District;
2. All District-owned or issued resources and hardware devices such as computers, laptops, tablets, telephones, cellular phones, drones, fax machines, printers, copiers, scanners, etc.;
3. All web-based and cloud-based storage; and
4. Web and cloud-based applications provided by the District through a third party.

The use of District technology resources shall at all times be in accordance with applicable law and other Board Policies and Administrative Regulations.

The use of District technology resources is a privilege, not a right, and may be revoked at any time for abusive conduct or violation of the terms outlined in Board Policy or Administrative Regulation 8080. District technology resources shall be used primarily for school, District employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with Policy and Administrative Regulation 8080, and further provided that such

limited incidental personal use does not interfere with and is not disruptive to District or school operations or another user's use of District technology resources.

The District reserves the right to conduct periodic general searches of network users' activity on District technology resources, using techniques reasonably designed to discover improper or harmful activity by students or other users. Further detail regarding the boundaries of this authority is outlined in Board Policy and Administrative Regulations 8080 and 5412.

The District reserves the right to prevent unauthorized, inappropriate or illegal use of District technology resources, and to administer appropriate discipline to users who violate Policy or Administrative Regulation 8080. Discipline could include, but is not limited to, usage restrictions, loss of access privileges, suspension, expulsion, termination, restitution, referral to law enforcement, and/or any applicable consequence outlined in any student handbook, collective bargaining agreement, or Board Policy/Administrative Regulation, as appropriate under the circumstances.

Users of District technology resources shall have no expectation that their activity on the District network, including files, communications, and internet activity, will be private, regardless of whether activity takes place on or away from school property. Files, communications, and internet activity on District technology resources are subject to review and may be deleted without notice.

The availability of information on District technology resources does not imply endorsement by the District of such content, nor does the District guarantee the accuracy of such content.

The District shall not be responsible for any information lost, damaged or unavailable while using District technology resources or for any charges or fees resulting from such use.

The District will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing District technology resources.

Users of District technology resources shall immediately report any violations of Policy or Administrative Regulation 8080 to their building principal, immediate supervisor, or the Director of Technology or designee.

The rules, regulations, and procedures that form the District's Acceptable Use of Technology Policy are outlined in detail in Board Policy and Administrative Regulation 8080. A copy of the District's Board Policy and Administrative Regulation 8080 are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8080.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8080.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

### **SELF-HARMING BEHAVIOR (P5423 and R5423)**

The District takes a multifaceted approach to suicide prevention and the recognition of and response to other self-harming behaviors. Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for themselves or others, including how to engage school resources and how to refer friends for help.

"Self-harming behavior" includes (but is not limited to) threats of suicide, excessive risk taking, purposeful self-injury, and evidence of excessive alcohol consumption or harmful drug use. Once evidence of self-harming behavior is made known to a District employee, the employee must intervene in accordance with the procedures outlined in Administrative Regulation 5423, which is available on the District's website

at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5423.pdf>. This Regulation also contains additional information regarding the prevention of suicide and other self-harming behaviors, including referral and response procedures. Students and their parents/guardians are encouraged to carefully review this Regulation and its associated Policy (available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5423.pdf>).

## **HOMELESS STUDENTS AND STUDENTS EXPERIENCING EDUCATIONAL INSTABILITY (P5455 and R5455)**

Students experiencing educational instability are students who experience one or more school changes during a single school year due to homelessness, involvement in the foster care or juvenile justice systems, or court ordered placements. These students are entitled to additional support from the District to remove barriers that could impact their graduation and participation in school. This includes waiver of fees and deadlines to join extracurricular activities. Further details are included in Board Policy and Administrative Regulation 5455, available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5455.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5455.pdf>. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.