

**SOUTH EASTERN  
SCHOOL DISTRICT**

**Student Code of Conduct**

**2017-2018**

The South Eastern School District fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability or genetic information in its education programs, activities and employment. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Any compliance issues/questions should be directed to the Superintendent.

All written materials are available in an alternate format upon request.

Dear Student and Parent/Guardian:

This Code of Student Conduct outlines the rules and regulations that are designed to maintain a standard of conduct in the schools of the District. The publication is intended to accomplish the following purposes:

1. It meets the legal requirements of Section 12.3(c) of Title 22 of the Pennsylvania Code, which requires that the District adopt a code of student conduct and distribute copies to both students and parents. It also meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative. To comply with this provision, this Student Code of Conduct will be included in a condensed format in student and parent handbooks and will also be available in each school library.
2. It establishes a rational standard of behavior that is expected of students in achieving the objective of providing a safe environment for the pursuit of knowledge.
3. It helps prepare students for life in a democratic society where adopted laws govern and maintain a measure of protection and security for citizens within the framework of freedom.

The Code includes many of the strategies used to maintain a safe and disciplined environment. It also has a strong focus on a cooperative effort among students, parents and school personnel and helps to define the essential role of each participant in the process.

The Student Code of Conduct is to give school District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between Board Policy and the provisions of this code, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. The changes will generally supersede the provisions found in the code, which will become obsolete by the newly adopted policy. The Student Code of Conduct is not a contract between the school and the parents/guardians or students. It can be amended at any time at the discretion of the District. If policy changes are enacted during the school year, the Administration will communicate those changes to students, staff and parents/guardians.

Please review this document with your family and help us in our task of guiding young people toward self-discipline, an important part of learning, to enable them to assume a responsible role in our society.

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## **FOREWORD**

The public schools have a compelling responsibility to develop reasonable rules and regulations regarding student conduct. The schools have an institutional responsibility to provide a safe and healthy environment for students. The climate of the school must provide for the protection of the rights of students to receive an education. Recent reports have validated this need and emphasized the absolute necessity for reasonable rules and regulations that govern student conduct. There can be no excellence in education without an orderly instructional environment. Teachers must be able to teach and students must be able to learn in an environment that is free from undue disruption. This Student Code of Conduct is intended to be a clear and understandable message of the critical nature of this mission.

## **ELEMENTS OF A POSITIVE LEARNING ENVIRONMENT**

The maintenance of a positive learning climate in the schools of the District is dependent upon the provision of a controlled environment free from undue interference or disruption. To accomplish this objective, four critical elements must exist:

1. The Board of School Directors and Administration must determine the rules and regulations that apply to student conduct, the penalties for violations and the rights and responsibilities of individuals within the system.
2. School personnel must be familiar with the structure of the system and work diligently to insist upon proper behavior and guide students toward self-discipline.
3. Students must be aware of rules and regulations and be willing to assume progressively greater responsibility for their behavior.
4. Parents must be familiar with the rules and regulations and be willing to support the school in the attempt to provide a productive climate for learning.

This Code of Student Conduct is intended to provide a base for this interaction and cooperation of these critical elements.

## **GENERAL PROVISIONS**

### **Free and Appropriate Public Education**

All persons residing within the South Eastern School District between the ages of 6 years 0 months by Sept 1 of their 1<sup>st</sup> grade year and 21 are entitled to a free and full education in the public schools of the District. Parents and guardians of all children between the ages of 8 and 17 are required by the Compulsory Attendance Law to ensure that their children attend school. Students who have not graduated and are attending regularly may not be asked to leave school after they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from school or from extra-curricular activities because of being married or pregnant, unless it can be medically determined that the activity would be harmful to the health and welfare of the individual. Consistent with the Pennsylvania Human Relations Act (43 P.S. ss 951-963) and all other non-discrimination statutes, no student shall be denied access to a free and full public education on account of race, religion, gender, sexual orientation, national origin or disability.

### **Educational Environment**

The South Eastern School District is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another employee's/student's worth or educational experience. Students who feel they are being harassed should see an administrator or guidance counselor. Students who are found guilty of hazing, harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

To the extent the District disciplines a student for verbal expression, the District does not intend to regulate any particular viewpoint or content, that is, free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school.

## **LEGAL AUTHORITY**

Public schools are governed by the complex interaction of the U.S. Constitution, federal law and regulations, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, the Regulations of the State Board of Education, adopted policies of the Board of School Directors and court decisions. Administrative regulations at the District and building levels flow from these laws.

The general authority of school officials can be found in Section 510 of the School Code that reads in part:

*"The Board of School Directors in any school District may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the District, during such time as they are under the supervision of the Board of School Directors and teachers, including the time necessarily spent in coming to and returning from school."*

The Board of School Directors of the South Eastern School District has adopted policies that relate to its expectations regarding school climate and pupil conduct. Copies of these policies are available in the District office, school offices and libraries and on the district website.

## **EXPECTATIONS**

### **Student Responsibilities (from 22 Pa Code 12.2)**

Student responsibilities include regular attendance, conscientious effort in classroom work, homework and conformance to school rules and regulations. Most of all, students share with the Administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and students who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for students enrolled therein.
5. Comply with all local, state and federal laws.
6. Exercise proper care when using all facilities and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Make up work and assessments when absent from school.
9. Pursue satisfactorily to complete the courses of study prescribed by Commonwealth and South Eastern School District authorities.
10. Report accurately in student media.
11. Refrain from use of obscene language in student media or on school premises.

### **Dress Code**

The Board of School Directors in any school entity may impose limitations on dress and may require pupils to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity (Section 1317.3 of the School Code).

Aspects of personal appearance require one's attire to be neat and not create a health or safety hazard or disrupt the educational process. Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas – i.e. labs and physical education classes – may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, etc.

It is the sincere hope of the school community that a student's dress will always be within reasonable limits of decency, morality and propriety and will reflect pride in the individual student, his/her family and the South Eastern School District. Part of the District's educational process is to prepare students for eventual employment and to teach that expectations in attire differ between school/work and recreation. Students who require exemptions to the dress code due to religious or medical reasons should see a building administrator.

Appropriate disciplinary measures will be taken with students not complying with the dress code; students will not be permitted to attend class until acceptable adjustments are made to their appearance. Students with dress code violations will be initially asked to make adjustments and may be assigned disciplinary consequences. Flagrant or repeated violations of the dress code will result in the assignment of more serious discipline.

The rules outlined below are provided to help students comply with appropriate dress during the school hours and at school-sponsored activities. The limitations have been described in order to result in uniform enforcement and to minimize subjective determinations.

The State Board of Education's regulations concerning dress codes for students states that attire which causes the disruption of the educational process or which constitutes a health or safety hazard is not permitted in school.

Student dress and general appearance is a shared responsibility among students, parents/guardians and the school. Students of the South Eastern School District are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented District-wide, thus providing equitable treatment for all students. Any dress which jeopardizes the health, safety or welfare or which can be considered materially or substantially disruptive to the educational process is prohibited. Students wearing prohibited attire will be asked to change or call home for proper attire. The following additional guidelines will apply:

1. Muscle shirts, spaghetti strap shirts, tank tops, "off the shoulder" shirts, halter tops, tube tops, midriff, see-through or backless shirts and blouses are not permitted. All shoulders must be covered.
2. Cleavage and/or undergarments should not be exposed.
3. The length of skirts, dresses and shorts shall reflect modesty and good taste.
4. The student's abdomen and back should not be exposed.
5. Pants should be of appropriate size and fit and must not expose undergarments.
6. Clothing should be neat and have a tailored appearance, free from inappropriate holes, writing, pins, chains etc.
7. Articles of clothing or personal items that exhibit the advertising signs, symbols or the slogans or phrases of alcohol, drugs, weapons or tobacco products are not considered appropriate for school dress for students. Clothing, outerwear, purses or backpacks that exhibit slogans, phrases or symbols such as swastikas **or** confederate flags that would be considered offensive because of their violent, sexual or racial connotations are unacceptable and strictly prohibited.
8. Hats, hoods, do-rags and skullcaps or sunglasses may not be worn inside the building.
9. Leisure/sleepwear including slippers may not be worn.
10. Any body piercings which present a health and/ or safety problem or create a distraction to the positive learning environment are prohibited.
11. Gang clothing, symbols or other items associated with gangs may not be worn, displayed or carried.
12. Safe footwear shall be worn at all times.

Faculty advisors and coaches of extracurricular activities are authorized to recommend to the building administrator any reasonable specific dress or hair requirement or exceptions to the Student Dress Code they deem suitable for participation in the activity in accordance with the school's dress code.

If a student violates the dress code, he/she will be instructed to change and may receive a disciplinary consequence.

### **Sportsmanship**

There is a growing concern over unacceptable and unsportsmanlike fan behavior at athletic contests. While in attendance at after-school events all school rules are in effect and violations include, but are not limited to, being evicted from the game/premises, receiving an alternative education assignment or suspension from school and/or prohibition from attending future events.

When attending or participating in an event to support and cheer for teams, fans are there to enjoy the skill and competition, not to intimidate or ridicule the other team, its cheerleaders or fans. Actions meant to demean opposing players, teams, spectators and officials are not in the highest ideals of interscholastic athletics and will not be tolerated. A ticket is a privilege to observe the contest, not a license to verbally assault others and to be generally obnoxious. Recognize and show appreciation for an outstanding play by either team. Respect the integrity and judgment of contest officials and learn the rules of the game in order to understand and appreciate why certain situations take place. Students are to be a positive role model through actions and by censuring those around them whose behavior is unacceptable. Displays of good sportsmanship will show the most positive things about the school community and the school.

## **ATTENDANCE**

The Pennsylvania School Code 1732 requires students to be in regular attendance. Good attendance and punctuality are necessary for successful academic performance. These habits also are exceedingly important for success at postsecondary institutions as well as in future work experiences. **The South Eastern School District requires written documentation to be submitted within five (5) school days after the student returns from the absence.** Upon receipt within that five school day window of a satisfactory written excuse note/card bearing an original parent/guardian signature and explaining the reason for an absence, a Principal may excuse an absence. Failure to turn in a valid written excuse within those five school days results in the absence being coded Unlawful. Parents may mail, email, or fax written excuses within the five days if they choose to do so. **The responsibility for submission of excuse notes/cards rests with the parent/guardian.**

### **Absences:**

**When a parent sends a written explanation to school about an absence of a student, the absence is not automatically excused. It becomes an Excused absence when the Administration has classified it as such in accordance with the attendance policies of the South Eastern School District.**

Excused absences, as permitted by the State Department of Education, are granted for illness, death in the family or near relative, court summons, medical or dental appointments, in-school suspension, out-of-school suspension, approved school activities, approved school field trips, religious holidays, impassable roads and quarantine.

Unlawful absences may include truancy, cutting a class, out of town, missed the bus, car trouble, not checking in or out of the office, unexcused tardy, and absence through parent neglect. Unlawful absences are temporary and may become excused upon the presentation, within five school days of the student's return, of a written note from a parent or guardian that provides reasons compatible with the definition of an Excused absence. As determined by the building Principal, a student may be permitted to make up work for Unlawful absences.

Parents may call the School Office voice-mail to report a student absence. However, the parent must still submit a written explanation to meet the requirements of the school attendance policy. Students, regardless of age, may not sign a parent's name on an excuse note/card.

### **Anticipated Absences:**

Students who wish to be excused for anticipated absences which may include, but are not limited to, family vacations, religious functions, job shadowing, "Take Your Child to Work Day", or showing at the Pennsylvania Farm Show should file a request five (5) school days in advance of the first date of the scheduled absence. Parents should fill out the Pre-Approved Trip Form for each child, which may be secured by the student in the school office or on the school website. Students are allocated five pre-approved trip days per year, with additional days beyond five deemed Unlawful. Students requesting pre-approved trip days after reaching 10 cumulative days of absence, may be denied. Pre-approved educational trips may be denied during the Keystone and PSSA testing windows.

The South Eastern School District supports college visits for fact-finding and/or admissions appointments with college officials. Documentation to support the date and time of the visit, signed by a college official, is required.

**Excessive Absences:**

The parents/guardians of students under 17 years of age accumulating three Unlawful absences shall be sent a Notification Letter notifying them of this violation. This letter may or may not include an invitation to a School Attendance Improvement Conference, at which the causes of the student's Unlawful absences and remedies to future Unlawful Absences will be discussed.

The parents/guardians of students under 17 years of age accumulating a fourth Unlawful absence shall be sent a letter inviting them to a School Attendance Improvement Conference (providing such a Conference has not already been held) at which the causes of the student's Unlawful absences and possible remedies to future Unlawful Absences will be discussed.

Prior to any possible prosecution for Unlawful absence according to the compulsory school attendance laws of the Commonwealth of Pennsylvania, a School Attendance Improvement Plan (SAIP) shall be created and implemented for any student accumulating at least four Unlawful absences. The SAIP will be developed in accordance with district procedures and PDE Recommendations.

Students under 17 years of age who accumulate six or more Unlawful absences shall be considered Habitually Truant. The parents of Habitually Truant students under 17 years of age, but at least 15 years of age -- or the student in question -- shall either be held liable for prosecution according to the compulsory school attendance laws of the Commonwealth of Pennsylvania or have the case referred to a School or Community-based Attendance Improvement Program. Such prosecution shall be filed with the local District Magistrate or the York County Court, as applicable.

Students under 15 years of age who accumulate six or more Unlawful absences shall be considered Habitually Truant. The parents of Habitually Truant students under 15 years of age may be held liable for prosecution according to the compulsory school attendance laws of the Commonwealth of Pennsylvania. In addition, the case shall be referred to either the York County Children, Youth, and Families agency or to a School or Community-based Attendance Improvement Program. Any such prosecution shall be filed with the local District Magistrate or the York County Court, as applicable.

Any student, regardless of age, who misses excessive days of school without prior approval and/or arrangements (homebound instruction) from South Eastern School District may be recommended to the South Eastern School Board for expulsion by the Administration. Upon 10 cumulative days of absences (Excused or Unlawful), a letter shall be sent to parents requiring a Doctor's Excuse for all future absences. Failure to present a Doctor's Excuse for such future absences will result in such an absence being coded Unlawful.

Students who accumulate 30 days of absence, regardless of reason, from any year-length course or 15 days from a semester length course may be denied credit.

**Consecutive Absences:**

**Pursuant to the State Board of Education Regulations 22 Pa Code 11.24.,** Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

- 1) **The District has been provided with evidence that the absence may be legally excused.**
- 2) **Compulsory attendance prosecution has been or is being pursued.**

A student 17 years of age and older, regardless of grade or academic standing, who has been absent for 10 school days (Excused or Unexcused) will be informed by the Administration that all future absences must be accompanied by a Doctor's Excuse. If the student accumulates three (3) Unexcused absences after the 10 days, the student may be subject to disciplinary action including recommendation for expulsion.

**Excuse Cards:**

Students (regardless of age) who are absent must, on their return to school, bring to the office a note signed by parent/guardian stating the date(s) absent and the reason for the absence. The school provides an excuse card template for this purpose online at the school's website, but a handwritten note is acceptable. The student has five (5) school days from the return to school to bring in a valid written excuse or the absence will be declared UNLAWFUL or (in the case of students aged 17 and older) UNEXCUSED.

Additionally, students who are tardy must submit an excuse from a medical practitioner or the tardy will be declared Unexcused. Students who submit a Doctor's Excuse for this purpose must do so within five (5) school days from the occurrence of the tardy. A doctor's excuse must be signed by a medical practitioner verifying the student's absence. It is recommended that students ask at the doctor or dentist for an official excuse before leaving the appointment.



### **Student Release during the School Day:**

The South Eastern School District will release a student during the school day under the following circumstances: Students will be released from school only to their parents or emergency contacts designated by their parents on the student emergency card. Parents or authorized agents of parents must sign the early dismissal log indicating the date, time and reason why the student was released from school.

If a student is ill, the nurse or the office will call the parent/guardian to pick up the student at school. A parent/guardian may indicate to school officials who may pick up their student through written authorization such as a fax or e-mail. An excuse card is required within five (5) days of the student's return to school.

If a student presents a parent note for early dismissal prior to the beginning of the day, arrangements for the dismissal of that student will be made at the requested time. If the student is to leave without a parent to appear at school, the office shall call the parent to verify the early dismissal. A telephone number where a parent or guardian can be reached on that specific day must be provided for all early dismissals. Teachers do not have the authority to release students early from school.

If the parent or guardian of a student cannot be reached, the student will not be given permission to leave early. Students and parents should use this procedure to avoid unnecessary class interruptions and having to wait for a student. Students who are 18 years old or older must follow the procedures as outlined above.

### **Dismissal from School**

No students are to be in the halls after dismissal time without the authorization of the Administration or under the direct supervision of a faculty member.

Students who participate in activities that start later than 3:15 PM will be allowed to stay in the building only under the direct supervision of coaches, advisors, and/or district employees(s). Students who return for an activity will be admitted into the building five (5) minutes prior to the beginning of a rehearsal or meeting or 30-45 minutes prior to an event.

Students are not permitted to wait after school for a later activity. This means if a practice, rehearsal or game begins at 5:30 pm, students may not linger at school until that time.

### **Attendance: Extra-curricular**

In an effort to stress the importance of academics to students, the school District has instituted the following Attendance Policy:

Students involved in extracurricular activities should be in school the entire day. Students participating in any school-sponsored activity (game, competition, concert, production, etc.) occurring on a school day must be in school by 9:30 a.m. of that day. Exceptions to this policy will be a signed note from a doctor or a student has been excused for a doctor's appointment, field trip, job-shadowing, post-secondary institution visit, driver's test, funeral, school transportation problems, religious observance or an unavoidable family emergency.

If a student arrives to school after 9:30 a.m. and they do not meet the "exceptions to the policy", the student will not be allowed to practice or participate in their scheduled school-sponsored activity that day or evening. If a student is sent home by the nurse, they cannot return to practice or participate in their activity that day or evening without administrative approval. (Note: There are several changes to our attendance policies and procedures for 2017-18 that were prompted by the passing of amendments to PA Act 138 in November 2016. SESD Board Policy # 204 also reflects these changes in state law: <http://www.boarddocs.com/pa/seas/Board.nsf/Public#>.)

## **BEHAVIOR MANAGEMENT**

The Public School Code of Pennsylvania gives every teacher and administrator the right to exercise the same authority as to the conduct and behavior of students in the school during the time they are in attendance, including the time required in going to and from their homes, as parents, guardians and persons in parental relations may exercise over them.

Teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self defense.
4. For the protection of persons or property.

Behavior management techniques, strategies and procedures will be used to the extent necessary to ensure that

schools are not disrupted by inappropriate student behavior. Functional Behavior Assessments will be developed as appropriate to assess student behavior.

### **Searches**

School authorities may search a student's locker or desk and seize any unauthorized materials. Students are specifically advised that they should have no expectation of privacy with respect to their use of such lockers which are subject to random, periodic and/or sweeping inspections and searches (including the use of certified scent dogs). Such materials may be used as evidence against the student in disciplinary proceedings. Prior to an individual locker search, the student shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers can be searched at any time without a prior warning.

If a student is suspected of possession of illegal or unauthorized materials on his or her person, the student shall be referred to the principal or assistant principal. The administrator will confront the student privately with the accusations and ask the student to consent to a search. If the student resists or uses force, the police may be called for assistance.

If school authorities have reasonable suspicion a student has illegal or unauthorized material in his or her vehicle on school property, absent compelling circumstances, the student shall normally be notified and given the opportunity to be present while school personnel conduct a search of the vehicle. School personnel will notify law enforcement authorities and advise them of the circumstances which led to their belief of the possession of illegal or unauthorized materials. Possession of illegal or unauthorized material in a vehicle on school property will result in removal of parking privileges in addition to the disciplinary consequences related to the offense.

### **“Door to Door” Provision**

Sections 510 and 1317 of the School Code both give school personnel authority as to the conduct and behavior of students “during the time they are in attendance, including the time required in going to and from their homes.”

### **Off-Site or After-Hours Conduct**

In some circumstances, off-site or after-hours conduct may subject students to school discipline. Whether school discipline will be imposed depends on whether the misconduct causes disruption or it is reasonably foreseeable that disruption may result. The actual or foreseeable disruption may be to school work or to the school community, by using school property or equipment or by involving school activities or interactions in the planning, organizing or advertising of the misconduct, **including but not limited to conduct utilizing various forms of technology.**

All facilities (including parking lots) used for school events are covered by school policy. Examples include, but are not limited to: Athletic fields and parking lots as well as other facilities/parking areas for such events as the prom and graduation, concerts, fun nights, etc.

### **Contact with Law Enforcement Agencies**

The Board of School Directors has established a policy with regard to contact with law enforcement agencies involving discipline as a result of activities occurring on school property or at a school event. Some examples of law enforcement contact are as follows: Police assistance will be requested when a person fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist or when any action threatens the health, safety or welfare of any person. The police will also be contacted when any person other than police officers are in possession of a dangerous weapon. Police will be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device and Cosmetics Act (Purdon’s Pennsylvania Statutes, 35 P.S. Sections 780-101 through 780-144) or drugs, including those which fall under the "look alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state or federal law depending on the seriousness of the incident. Victims of violations of local, state and federal law may choose to file charges under these statutes independent of school disciplinary actions. The school does not have jurisdiction to file charges in all incidents. The police and/or the District Attorney will make that decision after an incident report is filed by the school.

### **Weapons, Ammunition and other Hazardous Items**

Students are not permitted to have weapons, ammunition or other hazardous instruments or materials in their possession in school, on school property, at a school-sponsored event or on school transportation. Violations of the Weapons Act, explained below, are a serious matter and carry a mandatory consideration of expulsion from school for a period of a full calendar year.

Act 26 of 1995 of the Pennsylvania Legislature provided additional requirements for reporting and required the development of a Memorandum of Understanding between the School District and the police departments of jurisdiction. A Memorandum was developed and includes the following guidelines for notification:

1. As used in this statement, the term “weapon” shall be identical to the provisions of Section 1317.2 of the Public School Code which reads: “The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury”. Replica weapons and “look-alike” weapons are also prohibited.
2. The principal/designee of each school in the South Eastern School District shall report all acts of violence and incidents that involve the possession or use of a weapon to the Superintendent. Verbal notification should occur as soon as practical after the event followed by a written report within 24 hours. The written report shall include the following:
  1. Name, age and grade of the student.
  2. Name and address of the school.
  3. Circumstances surrounding the incident, including type of weapon and extent of injuries, if any.
  4. Name of law enforcement officer involved.
  5. The name, address and telephone number of the parent with an indication as to whether or not the parent was contacted and the extent of their involvement with the investigation.
3. The administrator dealing with the incident shall immediately contact the appropriate police department and request their assistance in all incidents involving a weapon or “look alike” weapon on school property, any school sponsored activity or any school owned or leased vehicle transporting students to school or school activities. A reasonable effort will be made to contact the parent and invite them to be present for the investigation. If appropriate, the responding officer shall be encouraged to consider filing criminal charges.
4. The administrator will then file a detailed report to the Superintendent.
5. The Superintendent/designee may file the appropriate reports to the Department of Education and the Chief of Police of the appropriate police department in all incidents of possession of weapons or violent behavior. These reports should be filed as soon as possible, but not longer than thirty days after adjudication and disposition.
6. The Chief of Police and the Administration of the South Eastern School District shall conduct an annual review of the Memorandum of Understanding and, if needed, amend appropriate protocols and procedures.

### **Bullying / Cyber Bullying**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying/cyber bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school and/or outside a school setting, that is severe, persistent and/or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Substantial creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying via any form of electronic communication including, but not limited to phone, text messaging, internet, websites, e-mail, blogs, chat rooms, and/or instant messaging.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

The Board encourages students who have been bullied or who are aware of bullying to promptly report such incidents to the building principal, school counselor, teacher, or other adult.

Each administrator, teacher and student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Violations may be considered as Level I, II, III, IV disciplinary infractions depending upon the character, severity, and frequency of the actions as determined by the administration.

### **Bullying, Intimidation, Harassment, or Extortion**

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, harassment or extortion. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded. Bullying may be physical, verbal, emotional or sexual in nature. Some examples of actions that will not be tolerated are as follows: punching, poking, hair pulling, biting, excessive tickling, extorting, defaming, blackmailing, ostracizing, exhibitionism, sexual propositioning, sexual harassment or abuse and sexual assault. Other examples include: hurtful name-calling, teasing, gossiping, humiliating and making fun of personal characteristics such as race, gender, religion, disability, ethnicity or sexual orientation; **whether it occurs person to person, written or electronic communication, gestures or pictures** when those actions substantially disrupt or interfere with the rights of another student or the work of the school or are as offensive and severe as to deny another student's access to educational programs.

### **Hazing**

Students are prohibited from conducting any activities that involve hazing. For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or as a condition for continued membership in or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance or any other forced physical activity which adversely affects physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or participation in an organization or team is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.

### **Unauthorized Devices & Confiscation**

According to Section 1317.1 of the Public School Code, the possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school sponsored activities and on buses and other vehicles provided by the school District. Students who have a need to be contacted should make special arrangements through the school office so that instruction will not be interrupted by students using these devices. Due to the potential safety hazard, laser pointers, **shock and gaming devices** are also not permitted in school. **Cellular phones are to be turned off and out of sight during school hours unless granted permission by appropriate school personnel.** The District will not be responsible for electronic devices lost, stolen or damaged. Electronic devices may be used for educational purposes only in classrooms or buildings at the direction and/or supervision of appropriate school personnel.

Electronic devices that cause interruptions in the educational process may be taken by teachers and turned in to the office. These will be available for students or parents at the discretion of the administration. Any devices that may pose a safety hazard will be returned only to a parent. Illegal materials will be turned over to the police. The District prohibits the use of cameras, video equipment and/or other electronic picture taking devices on District property without prior approval of the administration.

### **Smoking and Use of Tobacco**

Act 145 of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use and/or possession of tobacco, including "e-cigarettes," by pupils in school buildings and on school buses and on school property owned by, leased by and under the control of the South Eastern School District. To protect the health of the future citizens and to provide role models for the youth of the District, the South Eastern School District has enacted by resolution a smoke-free environment in all enclosed areas of the District and has prohibited smoking by all persons on school property. Portions of this Act and policy are enforceable under civil penalty with a fine which may exceed fifty (\$50.00) dollars plus court costs.

### **Video Taping/Media Release**

The South Eastern School District has numerous opportunities throughout the year to release pictures and/or news information about our students to the local newspapers, radio and television stations. This information is also used in District wide publications. The purpose of the pictures and information is to promote our District's programs and goals. There may be times when a classroom or school program is videotaped for archival **or public relations** reasons. If parents prefer that pictures of or information about their student not be used for these purposes, they will need to complete and sign a Public Relations Form, which is available in each school office. **Videotaping and photographing of students by parents, guardians and school visitors during the school day is prohibited.**

### **Security Cameras**

As a security/safety precaution, please be advised that the school buildings, school buses and the campus are monitored by a twenty-four (24) hour video and/or audio surveillance system. Recordings may be used for disciplinary and/or criminal proceedings. Parents/Guardians may view bus video when the incident directly involves their students. Parents/Guardians may only view video recordings in the presence of an administrator.

### **District Medication Policy**

Any student in need of prescription or non-prescription medicine during the day must have it delivered to the health room/nurse's office by the student's parent/guardian or other responsible adult with the written permission of a parent/guardian.

Medicines will not be dispensed without the use of the original container labeled with the student's name, name of medication, strength of the medicine, doses, quantity, the date the prescription was filled and the submission of a form that includes a physician's instruction for giving the medication in school. Any change in the original order (such as a change in dosage or a discontinuation) requires a new written order from the physician. The student is responsible for reporting to the nurse's office at a designated time to take the medication. Non- prescription nutritional or herbal supplements will be administered **ONLY** with a written authorization from a physician. Non-prescription discretionary medication supplied by the district, shall not be dispensed by the school nurse without prior authorization from the parent or guardian in accordance with the Student Emergency Card completed during each school year.

Any student who possesses uses or distributes any medication (whether prescribed or nonprescribed) is in violation of this policy and is subject to severe disciplinary action.

A violation of the Medication Policy may result in a suspension and may involve a hearing with the Board of School Directors.

Pursuant to Board Policy and the guidelines established by administrators and the school nurses, students demonstrating capability and responsible behavior in the use thereof may possess and use asthma inhalers and Epipen Autoinjectors in school as prescribed by private physician.

### **Position Statement from the School Physicians and Athletic Trainer**

Ergogenic aids are any supplement, food or additive that is thought to improve physical performance and are purchased over the counter. Some student-athletes, in an attempt to find the competitive edge, continue to search out and experiment with these products. Ergogenic aids are easily purchased and are in high demand among athletes.

There is no substitute for proper nutrition. The use of ergogenic aids may be harmful as many of these products have little or no data as to their efficacy or side effects. These products come in many forms including but not limited to powders, tablets, capsules, drinks, gum and supplement bars. For additional information, student athletes should contact their family physicians.

The South Eastern School District does not endorse or recommend the use of these products in ANY form and strongly oppose the use of any ergogenic aid.

*Note: With the above statement from the physicians and trainer and the safety of students being of utmost importance, possession or use of an ergogenic aid during school hours without the permission of a parent and under the supervision of the school nurse, at a school-sponsored activity or on school transportation, will be treated as a violation of the Medication Policy.*

## **Drug Abuse**

The school board finds that the possession, use, distribution or delivery of controlled substances, "look-alike" drugs and alcoholic beverages at school or while engaged in activities subject to the control by the school District is a matter of great concern and potentially injurious to the health, safety and welfare of students. Students are prohibited from possessing, using, transmitting, manufacturing or showing evidence of recent consumption of any controlled substance, "look-alike" drugs and alcoholic beverages. Students are also prohibited from having drug-related paraphernalia in their possession.

For the purpose of this section, the following definitions will apply:

**Controlled Substance** - A controlled substance is any substance, the possession, use or delivery of which is regulated by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, found in Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144, as amended.

**"Look-alike" Drug** - A "look-alike" drug is a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance.

**Alcoholic Beverage** - An alcoholic beverage is any intoxicating liquor, wine or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, and Art. 1, Section 101, et seq., as amended.

**Mood-Altering Substance** - Any substance inappropriately used by a student that is intended to alter mood or is a health endangering compound.

**Transfer** - To deliver, sell, pass, give or share from one person to another or to aid therein.

**Drug paraphernalia** - Any utensil or item that, in the judgment of the Administration, can be associated with the use of drugs, alcohol, mood-altering or health endangering substances or as the term is defined in the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, found in Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144, as amended.

Violation of use and/or possession of any of the above substances will be evaluated on a case by case basis and will result in an out-of-school suspension of up to 10 days. Evaluation of the offense by the Superintendent will determine if referral to the School Board is appropriate.

South Eastern School District considers the possession, use and/or transmission of any of the above substances or items on school property a serious offense. All violations shall be referred to the appropriate police departments for their disposition. None of the provisions of this policy shall be construed to prohibit or regulate student's use, possession or transportation of medication prescribed for the student by a licensed physician. Students using over the counter and prescription medications are required to follow the District Medication Policy.

## **Student Assistance Programs**

Active Student Assistance Programs are in place at both the elementary and secondary schools in the District. The major focus of this program is to help students and parents experiencing problems related to drugs, alcohol and mental health issues to interface with agencies in the community which can provide ongoing counseling assistance. Level IV disciplinary violations involving substance abuse at the secondary level may require the student to participate in and successfully complete the Student Assistance Program assessment and any recommended counseling and/or interventions. At the Elementary School, Intervention Teams and Guidance Counselors are in place to provide assistance to students and their parents in academic, social and behavioral areas.

A student with a drug-abuse related problem seeking help and advice from school personnel shall not be reported as an infraction of the prohibition and shall not be penalized. School personnel from whom the student requests assistance will refer the student to the appropriate counselor, school nurse, or designated member of the Student Assistance Program. Communication will be held confidential in accordance with Act 63 of 1972, unless immediate treatment appears necessary. If medical treatment appears necessary, the parents will be notified immediately.

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES (Board Policy 815)**

### **Purpose**

The South Eastern School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the district’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district’s technology resources.

All employees and students are responsible for the appropriate and lawful use of the district’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the district’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

### **Authority**

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The district’s technology resources are the property of the district. The district provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the district’s technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the district’s technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the district’s technology resources and the requirements of this policy, and who will establish a system to ensure that users who access district technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of district technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors’ personal information.

### **Definitions**

**District technology Resources** - district technology resources means all technology owned and/or operated by the district, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.

**User** - User means anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the

district that may use district technology.

### Guidelines

#### Un-Authorized Use Prohibited

Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited.

#### Use of Personal Electronic Devices

The use of personal electronic devices on the district network is permitted only on designated networks. When a user connects a personal electronic device to a district network or district technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a district-owned device were being utilized. Users who connect a personal electronic device to a district network explicitly waive any expectation of privacy in the content exchanged over the district technology resources.

#### Privacy

The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off District property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on district technology resources may be inspected at any time for any reason.

#### Internet Filtering and CIPA Compliance

The district utilizes content and message filters to prevent users from accessing material through district technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the district's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

#### Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of user's' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that district technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen district technology.

#### District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Protection Plans may be made available for district-provided devices. Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked,



suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

### General Prohibitions

The following uses of district technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other district policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of district technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the district’s technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
13. Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district’s business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the district technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Copying district software without express authorization from a member of the district’s technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of district technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the district.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning the district’s technology resources for security vulnerabilities.

### Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user’s right to access district

technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

#### Delegation of Responsibility

The Superintendent shall develop procedures, in cooperation with the district technology staff, for the acceptable use of all district technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

#### Limitation of Liability

The district makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the district's technology resources is at the user's own risk.

### **Plagiarism/Cheating**

Section 7324 of the Crimes Code of Pennsylvania makes it a misdemeanor of the third degree to offer for distribution any dissertation, thesis, term paper, essay, report or other written assignment or to sell or offer for distribution any assistance in the preparation of such assignments for submission to an educational institution to meet the requirements for a degree, diploma, certificate or course of study. *Assignment* means a written, recorded, pictorial, artistic or other academic task. *Prepare* means to create, write or in any way produce in whole or substantial part of any such assignment.

Furthermore, according to Writing Research Papers (8<sup>th</sup> ed.), author James D. Lester defines plagiarism as "purposely using another person's writing as your own" (138). He further describes plagiarism as "the flagrant, dishonest use of sources without [accurate] documentation..." (140). Because academic integrity is important to the faculty and students of the South Eastern School District and because plagiarism is a serious and legal issue facing students, the South Eastern School District requires each student to conform to these rules of conduct when presenting another author's ideas:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority.  
This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted materials.
3. Make certain that paraphrased material has been *rewritten into your own style and language*. A simple rearrangement of sentence patterns is unacceptable.
4. Provide specific [accurate] in-text documentation for each borrowed item. For example, MLA style requires author's name and page for all in-text references.
5. Provide an [accurate] bibliographic entry on the Works Cited page for every source cited in the paper.
6. Omit sources consulted but not cited in the text.

Students may routinely be required to provide reference materials to verify sources or a computer service may be used to verify the accurate use and citation of source material. Further, a check of sources may also be based on a random selection of students or an entire class. If the Administration agrees that plagiarism has occurred, the grade may be reduced and/or disciplinary action may result.

The South Eastern School District considers cheating or plagiarism a very serious offense. As a result we have taken a pro-active stance to preventing incidents of plagiarism through the use of researched-based collegiate programs. These programs will determine beyond a reasonable doubt the originality of a student's work while providing the tools necessary for helping students to learn to avoid using the work of others without granting the source due credit.

Cheating involves one or more of the following actions:

- To provide or use the work of another person as your own.
- To copy information from another student's test, examination, book, report or paper.
- To plagiarize or to use another person's idea.
- To prepare for cheating in advance such as having a copy of a test to be given or having been given, using the test or notes during a test or examination or talking while taking quizzes, tests or examinations.
- To fail to follow test procedures and/or instructions announced by a teacher (such as no talking, turning around in a seat, using notes, texts).
- To use any electronic device to aide in the educational endeavor.

When a teacher determines that an act of cheating/plagiarism has taken place, he/she will meet with the student, contact the parent and notify the Administration. A conference will be scheduled to discuss the incident. The student may be given an opportunity to redo the assignment, may receive a reduction in grade, and may receive a disciplinary consequence for plagiarism or cheating as determined by the Administration.

## **DISCIPLINARY OPTIONS**

### **Before/During/After School Detention**

Detention is the keeping of students before/during/after school hours for disciplinary purposes. Students involved will have advance notice in order to make transportation arrangements. Disciplinary detention procedures and scheduling will be determined at the building level.

### **In School Suspension**

An In School Suspension assignment is an administrative disciplinary action, which temporarily removes the student from his/her regular class schedule. The student is assigned to a highly structured, restrictive educational setting for a period of one to ten consecutive days. The student's educational progress, supervised by a staff member, continues within this setting. Credit is given for classroom work completed. (In School Suspension is held during regular school hours.) Privileges that were restricted as a result of the suspension are reinstated the morning following the last day of the suspension.

### **Exclusions from School**

**Suspension** - Suspension is a severe administrative disciplinary action that is taken only when: (1) milder forms of disciplinary action have been ineffective in correcting the student's behavior, (2) the student commits a violation found within the Level II, III, IV classification or (3) the student represents an immediate danger to him/herself or to the school community. During the period of the suspension, the student:

1. May not enter school District property--at any hour of the day or night, except with prior approval of the Principal.
2. May not attend or participate in any school-sponsored activity--either curricular or extracurricular.
3. Is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. A reduction in grade or no credit may be given for any work that is not completed.
4. Privileges that were restricted as a result of the out of school suspension maybe reinstated at the discretion of the administration with approval of the Superintendent.

Suspension is exclusion from school for a period of up to 10 consecutive school days; suspensions will be assigned by the Administration. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. An attempt will be made to notify parents of the student on the day the suspension is imposed. The parents will also be notified in writing with a copy forwarded to the Superintendent's office.

**Informal Hearing** - When the suspension exceeds three (3) school days, the student and the parents will be given the opportunity for an informal hearing before the building administrator. The hearing shall be offered to be held within the first five (5) days of the suspension. The purpose of this informal hearing is to enable the student and the parent to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is intended to bring forth all relevant information regarding the event for which the student may be suspended and to encourage the student's parents to meet with the administrator to discuss ways to avoid future offenses.

**Due Process Requirements** - The following due process requirements are to be observed in regard to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to parents or guardians and the student.
2. Sufficient notice of the time and place of the informal hearing shall be given. The informal hearing will take place within the first five (5) days of the suspension.
3. A student has the right to question any witness present at the hearing.
4. A student has the right to speak and produce witnesses on his/her own behalf.

**Effect of Suspension** – The following Effects of Suspension apply:

1. **Exams And School Work:** Students shall have the responsibility to make up exams and work missed during

the period of the suspension and shall be permitted to complete these assignments within guidelines established by the School Administration.

2. **School Activities:** Students may not participate in any school activities during the period of suspension. Students are not permitted on any school property at any time during the period of suspension, except to confer with the administrator or to pick up or deliver work assignments at a time designated by the administrator.
3. **Loss Of Privileges:** Students could lose school privileges following the suspension depending upon the severity of the offense. The type and length of lost privileges is to be determined by Administration.
4. **Out Of School Suspension:** Athletes in grades 7-12 who receive an out of school suspension will be removed from the athletic team for the remainder of the season.

**Expulsion** - Expulsion is exclusion from school imposed by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require either an Agreement and Waiver of Hearing and an Agreement for Expulsion signed by the student, parents(s) and School Board or a prior formal hearing before a committee of the Board of School Directors or a duly authorized committee of the board or a qualified hearing examiner appointed by the board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student. The formal hearing will be scheduled during the first ten days of the suspension. If it is impossible to schedule a hearing during this ten day period, the student may be returned to school pending the hearing.

Students who are less than 17 years of age are subject to the Compulsory School Attendance Laws even though expelled. The initial responsibility for providing the education rests with the student's parent or guardian through placement in another school or through tutoring or through an alternate educational program approved by the District.

If the parents or guardians are unable to provide the required education, they must within thirty days submit to the District superintendent written evidence outlining the attempts which have been made and the reasons for non-compliance. If thirty days pass without the District receiving satisfactory evidence that the required education is being provided, the District will contact the parent. If these efforts are not productive, the District has the option to provide some alternate educational program or take action in accordance with Chapter 63 of The Juvenile Act (42 PA. C.S. 6301-6308).

**Formal Hearing** - The following due process procedures are to be observed with regard to the formal hearing:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. Notice of a right to appeal the results of a hearing shall be provided to the student with the expulsion decision.

The Board of School Directors has defined the types of offenses that could lead to exclusion from school. These offenses may take the form of suspension or expulsion and include but are not limited to the following:

1. Insubordination or defying school authorities
2. Destruction or willful defacing of school property
3. Hazardous or unauthorized use of vehicles
4. Use, possession or distribution of dangerous drugs or drug-related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetics Act"
5. Use, possession or distribution of "look-alike" drugs defined as a non-controlled substance that has a stimulant or  
Depressant effect on humans and resembles a controlled substance in appearance
6. Use, possession or distribution of anabolic steroids as defined in Act 93 of 1989
7. Use, possession or distribution of alcoholic beverages
8. Use, possession or distribution weapons or fireworks
9. Fighting or physical assault
10. Theft
11. Gambling
12. Use of profane language or obscene language or gestures
13. Disorderly, vicious, illegal or immoral conduct
14. Persistent or severe harassment, intimidation, extortion or bullying
15. Participation in or responsibility for causing damage, destruction or vandalism to District property or to the Personal property of District employees, **whether** on or off school premises
16. Verbal or physical assault directed toward a District employee, either on or off school premises
17. Violation of any local, state or federal law, as appropriate
18. Persistent violation of school rules and regulations or an accumulation of minor offenses
19. Excessive unexcused absence or tardiness by a student not subject to compulsory attendance laws
20. Possession, use or distribution of any weapon as defined by Act 26 of 1995 to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury
21. Possession **or** use of any incendiary devices to include but not be limited to lighters or matches
22. Terroristic Threat/Bomb Threat
23. Possession, use or distribution of any replica or "look-alike" weapon as defined in School Board Policy

### **BUILDING RULES AND REGULATIONS**

Because of the organizational structure of the classroom, the teacher is responsible for developing a positive climate for learning within the classroom. Individual class rules will be developed by the teacher and communicated to students throughout the school year.

Regularly scheduled parent conferences and frequent parent contact are the primary thrust of discipline with children of school age. The teacher and parent may develop a plan to attempt to eliminate the source of any misconduct.

In cases of recurring misconduct, the teacher will refer the case to the administrator in charge of the building. The building administrator will determine the course of action to be followed in each case, consistent with the provisions of this Code.

#### **Guidelines for Disciplinary Action: Elementary and Secondary**

The Appendix outlines improper conduct that disrupts the normal educational process and classifies the conduct into four categories: Level I Violations, Level II Violations, Level III Violations and Level IV Violations. To provide consistency in the application of penalties, a guide to the classifications of misbehavior is included in the Appendix. It should be understood that the Appendix is a guide and individual cases may warrant the modification of classifications and penalties as deemed appropriate by the Administration.

ANY VIOLATION OF THIS CODE MAY ALSO VIOLATE THE EXTRA-CURRICULAR CONDUCT CODE AND BE SUBJECT TO THE PENALTIES CONTAINED THEREIN.

ALL DISCIPLINARY ACTIONS INVOLVING SPECIAL EDUCATION STUDENTS SHALL BE CONSISTENT WITH APPLICABLE STATE AND FEDERAL LAW AND REGULATIONS.

## APPENDIX I-LEVELS OF DISCIPLINARY VIOLATIONS

### Levels of Disciplinary Violations

**Level I** violations are those that are considered to be minor discipline infractions and are routinely handled by the teacher.

**Level II** violations are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category as well as violations that are defined as Violations of the Attendance Policies of the Commonwealth of Pennsylvania and the South Eastern School District. Level II violations are generally handled by an administrator.

**Level III** violations are those that are serious in nature and may result in discipline that includes an alternative education assignment, suspension and/or expulsion from school. Police may be notified depending upon the seriousness of the violation.

**Level IV** Violations are defined as follows:

- Any acts whose consequences endanger the health, safety or welfare of the individual or others in the school community.
- Acts which result in violence to another person or his/her property or the property of the school District. Such acts are usually malicious in their motivation and pose a threat to the safety of others in the school community.
- Possession, use or distribution of substances banned by school policy.
- Persistent disregard of school rules.

### GRADES K-6 APPENDIX– LEVEL I VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary Options are examples of alternatives and should not be interpreted as an all-inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>● Running, throwing items, littering</li> <li>● Excessive talking</li> <li>● Minor horseplay/teasing</li> <li>● Dress Code violation</li> <li>● Unauthorized consumption of food and beverages outside the cafeteria</li> <li>● Late to class</li> <li>● Possession of an unauthorized device</li> <li>● Cafeteria or hall misbehavior</li> <li>● Incomplete academic work</li> <li>● Other improper conduct of a minor nature</li> </ul>	<p>Procedure carried out by classroom teacher</p>	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Parent contact</li> <li>● Loss of Recess (4K-6)</li> <li>● Change in seating assignment</li> <li>● Referral to Guidance Counselor</li> <li>● Behavior contract</li> <li>● Teacher detention/ loss of recess</li> </ul>

### GRADES K-6 APPENDIX - LEVEL II VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary options listed are examples of alternatives and should not be interpreted as an all inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
<p>Unlawful tardiness to school.</p>	<p>The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>● Appropriate aspects of state law shall be enforced.</li> <li>● Parent contact</li> <li>● Detention</li> <li>● Suspension</li> </ul>
<ul style="list-style-type: none"> <li>● Classroom disruption</li> <li>● Gambling</li> <li>● Improper hall behavior</li> <li>● Loitering in lavatories/ hallways</li> </ul>	<p>The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Warning</li> <li>● Loss of recess (4K-6)</li> <li>● Withdraw privileges</li> </ul>

<ul style="list-style-type: none"> <li>● Minor insubordination/defiance</li> <li>● Dress code violation</li> <li>● Possession of an unauthorized device</li> <li>● Inappropriate language</li> <li>● Cafeteria misbehavior</li> <li>● Minor theft</li> <li>● Unauthorized solicitation</li> <li>● Rough horseplay</li> <li>● Misuse of pass</li> <li>● Misrepresentation of the truth</li> <li>● Other improper conduct</li> <li>● Restroom misbehavior</li> <li>● Plagiarism/Cheating</li> <li>● Bullying</li> <li>● Failure to serve assigned detention</li> </ul>		<ul style="list-style-type: none"> <li>● Change or alter clothing to comply with dress code</li> <li>● Detention</li> <li>● Suspension</li> <li>● Restitution for all damage or loss if appropriate.</li> </ul>
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**GRADES K-6**  
**APPENDIX - LEVEL III VIOLATIONS**

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary options listed are examples of alternatives and should not be interpreted as an all inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>● Using profane or obscene language/gestures</li> <li>● Being in unauthorized area of bldg</li> <li>● Chronic disruption to the learning environment</li> </ul>	<p>The Administrator will evaluate the violation and determine the appropriate disciplinary option(</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Loss of recess (4K-6)</li> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> </ul>
<ul style="list-style-type: none"> <li>● Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) indirectly toward any adult (substitute)</li> <li>● Theft</li> <li>● Forgery</li> <li>● Harassment: including verbal, physical, racial, ethnic or sexual harassment – person to person or through electronic means</li> <li>● Hazing</li> <li>● Direct or indirect threat</li> <li>● Possession of lighters or other incendiary devices</li> <li>● Insubordination</li> <li>● Inappropriate distribution of material(s)</li> <li>● Possession of unauthorized material(s)/object(s)</li> <li>● Persistent violation of Level I or II violations</li> <li>● Leaving school (building and/or grounds) without permission</li> <li>● Cheating</li> <li>● Disorderly, vicious or immoral conduct</li> <li>● Aiding or abetting in the delinquency of a student</li> <li>● Unlawful trespass</li> <li>● Defiance/disrespect/repeated insubordination</li> <li>● Other improper conduct of a serious nature</li> </ul>	<p>The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Detention</li> <li>● Suspension</li> <li>● Police notification</li> <li>● Restitution for all damages or loss if appropriate</li> <li>● Expulsion</li> </ul>

Pushing, shoving, hitting, fighting, assaulting, biting, tripping, kicking, etc.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
Violation of computer, internet access, filtering policy; blogging	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Denied computer/internet privileges</li> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
Possession or use of tobacco	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Required contact with Magistrate for a civil offense carrying a penalty of at least \$50 plus costs</li> <li>● Suspension</li> <li>● Police Notification</li> </ul>
Violation of the District Medication Policy	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police Notification</li> </ul>

**GRADES K-6**  
**APPENDIX - LEVEL IV VIOLATIONS**

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary Options are examples of alternatives and should not be interpreted as an all-inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
Use, possession or being under the influence of a non-prescribed controlled substance, alcohol, mood-altering substance or "look-alike drugs". Use or possession of drug paraphernalia.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing with school board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
Sale or distribution of an over the counter and/or a controlled substance, mood-altering substance, "look-alike drugs," alcohol or dangerous drugs or drug related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act."	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Parent contact</li> <li>● Police notification</li> </ul>
Possession, use or distribution of a weapon, fireworks, fire making devices, hazardous material, or ammunition	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
<ul style="list-style-type: none"> <li>● Using of profane or obscene language/gestures directly toward any adult (substitute)</li> <li>● Fighting</li> <li>● Major theft</li> <li>● Physical assault directed toward a student/staff.</li> <li>● Participation in or responsibility for causing willful defacing, damage destruction or vandalism of school property or of personal property of District employees.</li> <li>● Sexting</li> <li>● Extortion</li> <li>● Terroristic and/or Bomb Threat/Action</li> <li>● Other improper conduct of a very serious nature</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Restitution for damages or loss.</li> </ul>



Violation of any federal, state or local law while on school property or at any school event.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Restitution for all damage or loss.</li> </ul>
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**GRADES 7-12**  
**APPENDIX – LEVEL I VIOLATIONS**

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary Options are examples of alternatives and should not be interpreted as an all-inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>● Running, throwing items, littering</li> <li>● Classroom Disruption</li> <li>● Minor horseplay/teasing</li> <li>● Dress Code violation</li> <li>● Unauthorized consumption of food and beverages outside the cafeteria</li> <li>● Late to class</li> <li>● Possession of an unauthorized device, i.e. cell phone, IPOD, DS</li> <li>● Cafeteria or hall misbehavior</li> <li>● Other improper conduct of a minor nature</li> <li>● Incomplete academic work</li> </ul>	Procedure carried out by classroom teacher	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Parent contact</li> <li>● Loss of privileges</li> <li>● Change in seating assignment</li> <li>● Referral to Guidance Counselor</li> <li>● Behavior contract</li> <li>● Teacher detention</li> <li>● Detention</li> </ul>

**GRADES 7-12**  
**APPENDIX – LEVEL II VIOLATIONS**

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary Options are examples of alternatives and should not be interpreted as an all-inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
Unlawful tardiness to school.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Appropriate aspects of state law shall be enforced.</li> <li>● Parent contact</li> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> </ul>
Persistent Level I violation to include, but are not limited to: <ul style="list-style-type: none"> <li>● Academic dishonesty</li> <li>● Classroom disruption</li> <li>● Improper hall behavior</li> <li>● Loitering in lavatories/hallways</li> <li>● Late to class</li> <li>● Misuse of pass</li> <li>● Public display of affection</li> <li>● Consumption of food or beverage outside the cafeteria</li> <li>● Failure to report to or remain in an assigned area</li> <li>● Failure to serve assigned detentions</li> <li>● Misrepresentation of the truth</li> <li>● Minor insubordination/defiance</li> <li>● Dress code violation</li> <li>● Possession of an unauthorized device, i.e. cell phone, IPOD</li> <li>● Inappropriate language</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Warning</li> <li>● Guidance Counselor referral</li> <li>● Detention</li> <li>● Change or alter clothing to comply with dress code</li> <li>● Suspension</li> <li>● Expulsion</li> </ul>

<ul style="list-style-type: none"> <li>● Cafeteria misbehavior</li> <li>● Leaving the building without permission</li> <li>● Unauthorized solicitation</li> <li>● Harassment</li> <li>● Other improper conduct</li> </ul>		
<ul style="list-style-type: none"> <li>● Parking in an unauthorized area</li> <li>● Unregistered vehicle</li> <li>● Parking illegally</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Loss of parking/driving privileges</li> <li>● Fines</li> <li>● Towing and restitution for costs incurred</li> </ul>

### GRADES 7-12 APPENDIX - LEVEL III VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary options listed are examples of alternatives and are should not be interpreted as an all inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>● Using profane or obscene language/gestures</li> <li>● Being in an unauthorized area of the building</li> <li>● Chronic disruption to the learning environment</li> <li>● Gambling</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
<ul style="list-style-type: none"> <li>● Insubordination</li> <li>● Defiance</li> <li>● Verbal disrespect (including obscene language and/or gestures) toward staff</li> <li>● Forgery</li> <li>● Theft</li> <li>● Possession of stolen property</li> <li>● Harassment: including verbal, physical, racial, ethnic or sexual harassment – person to person or through electronic means</li> <li>● Hazing</li> <li>● Direct or indirect threat</li> <li>● Extortion</li> <li>● Persistent violations of school rules</li> <li>● Bullying</li> <li>● Cyber Bullying</li> <li>● Leaving school (building and/or grounds) without permission</li> <li>● Disorderly, vicious or immoral conduct</li> <li>● Aiding or abetting in the delinquency of a student</li> <li>● Unlawful trespass</li> <li>● Other improper conduct of a serious nature</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Restitution for all damage or loss</li> </ul>
Inappropriate physical contact.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	An evaluation of the incident by the administration, will determine whether suspension from one (1) to ten (10) days will be assigned. Police notification.
Violation of computer, internet access, filtering policy, blogging, gaming, attempt to research or circumvent system security.  Use, possession or distribution of a weapon, fireworks or fire making equipment.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Denied computer/internet privileges.</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Parent Contact</li> </ul>

Possession or use of tobacco products.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Police notification</li> <li>● Required contact with magistrate for a civil offense carrying a penalty of at least \$50 plus court costs</li> <li>● Parent contact</li> </ul>
Violation of the District Medication Policy	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before School Board	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Parent contact</li> </ul>

**GRADES 7-12**  
**APPENDIX – LEVEL IV VIOLATION**

Seriousness of the violation may require initiation of discipline at a higher level as deemed appropriate by the Administration. Disciplinary Options are examples of alternatives and should not be interpreted as an all-inclusive sequential list.

Examples of Violations	Procedure	Disciplinary Options
Persistent violations of Level III	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police Notification</li> </ul>
Use, possession or being under the influence of a non-prescribed controlled substance, over the counter medications, alcohol, mood-altering substance or "look-alike drugs". Use, possession or distribution of drug paraphernalia.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
Use, possession, sale or distribution of a controlled substance, mood-altering substance, "look-alike drugs," alcohol or dangerous drugs or drug related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act."	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
Use, possession or distribution of a weapon, fireworks or fire making equipment.	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> </ul>
<ul style="list-style-type: none"> <li>● Physical assault directed toward a student/staff.</li> <li>● Instructional vandalism</li> <li>● Participation in or responsibility for causing willful defacing, damage destruction or vandalism of school property or of personal property of District employees.</li> <li>● Terrorist, i.e. Threat/Action</li> <li>● Bomb threat</li> <li>● Use of profane gestures or language toward staff</li> <li>● Fighting</li> <li>● Major theft</li> <li>● Cyber Bullying</li> </ul>	The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Restitution for damages or loss</li> </ul>

<ul style="list-style-type: none"> <li>● Sexting</li> <li>● Harassment: including verbal, physical, racial, ethnic or sexual harassment – person to person or through electronic means</li> <li>● Violation of suspension stipulation(s)</li> <li>● Other improper conduct of a very serious nature</li> </ul>		
<ul style="list-style-type: none"> <li>● Violation of any federal, state, or local law while on school property or at any school event.</li> </ul>	<p>The Administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Suspension</li> <li>● Expulsion</li> <li>● Police notification</li> <li>● Restitution for all damage or loss.</li> </ul>

## APPENDIX II-TRANSPORTATION

Transportation is provided to students enrolled in the South Eastern School District in order to assure equal educational opportunity to all students by making it possible for them to attend school. This is a contracted service. The drivers do not work for the South Eastern School District. They are, nevertheless, in charge of students while they are on the school bus. In the event a student’s behavior on the bus becomes a problem, the driver will submit a report to the appropriate administrator. The main objective of the transportation services is the safety of the children.

### **School Attendance Areas**

The attendance area for each school located in the South Eastern School District shall be designated by the Board of School Directors. Students shall attend the school within their attendance area. The residence of the student shall be considered the same as the residence of the parents or other legally appointed guardian. Request for exceptions to this policy shall be investigated and are subject to approval by the Superintendent.

Upon approval of the Superintendent, transportation of a student who attends a school outside their area of residence must be transported by a parent.

### **Student Conduct**

The administrator of the school is responsible for seeing that the conduct of the students while on the bus, is in conformity with the Transportation Rules for Students. The authority to deny transportation privileges to any student rests with the administrator, or designee, of the school. Administrators will exercise the authority and responsibility of their offices to ensure appropriate student behavior on school buses and to see that those personnel assigned to supervise bus transportation handle the disciplinary problems on buses in a firm and reasonable manner.

The administration of the school is responsible for seeing that the conduct of the students, while on the bus, is in conformity with the “Transportation Rules for Students,” which are to be posted. Cameras using video and audio recordings may be used on buses to monitor safety and behavior. Video and audio recording may be used for disciplinary and/or criminal proceedings.

### **Discipline Procedures**

Students who are assigned to ride buses that service South Eastern School District must assume certain responsibilities. As such, students who are assigned to ride South Eastern School District buses will conduct themselves in a manner that is not hazardous to other students and the safe operation of the school bus. All student discipline policies of the Board of School Directors will apply to all students on school buses.

### **Responsibilities of Parents**

Each parent has a definite role in the safe and efficient operation of a school’s transportation system. If the transportation program, as a whole, is to function effectively, the parents must assume their responsibilities to the program and extend cooperation and support to the people charged with its operation.

**Parents should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the “Transportation Rules for Students” are violated.**

**Parents are responsible for the safety of their children from the time they leave home in the morning, until the time they board the school bus; and at the end of the school day, from the time the school bus departs the bus stop and the children reach home.** In order to ensure the safe and efficient operation of the student transportation program,

parents must also accept the responsibilities to:

1. Cooperate with the school authorities and the school bus driver in promoting safe and efficient services for all passengers.
2. Insist upon good behavior on the part of their children while riding the school bus.
3. Insist that their children occupy the seats which have been assigned to them.
4. Instruct their children as to their responsibility for damages caused to the property of others, including the school bus.
5. Inform their children that they should arrive at the designated school bus stop at least five (5) minutes before the scheduled arrival time of the school bus. Bus drivers are not required to wait at bus stops.
6. Walk with younger children to and from the school bus stop, using this opportunity to teach the children proper pedestrian practices. If the parents cannot accompany their children, arrangements should be made, if possible, for older children (brothers, sisters or neighbors) to escort the younger children to and from the school bus stop.
7. Encourage their children to obey all traffic rules, signs and signals.
8. Set an example for their children by their own safety practices.
9. Inform their children of the transportation rules for students.
10. Kindergarten and 1<sup>st</sup> grade students **will not** be dropped off at the designated stop if the parent or guardian is not at the stop to pick up his/her child. The driver will contact the transportation office so the school can be alerted that a child is still on the bus. The child will be taken back to the elementary building at the conclusion of the run until the parent comes to get his/he child. If this occurs more than three (3) times, the parent will be notified and may be denied transportation. If the parent does not want the child brought back to school, he/she must sign a waiver releasing the school district and contractor from any liability.
11. Students may be required to walk up to 1½ miles to a bus stop or to an elementary school and up to 2 miles to a secondary school. Stops on any route shall be set at a minimum of ¼ mile unless precluded by safety considerations.

### **Transportation Rules for Students**

The following additional transportation rules apply to all students riding school buses to and from schools in the South Eastern School District. Student of the South Eastern School District are expected to conduct themselves in an orderly fashion while being transported to and from school, and all school related activities. In addition, all other transportation policies adopted by the Board of School Directors will be enforced on South Eastern School District buses.

1. Students are expected to board the bus, be seated properly, remain in their assigned seats and stay seated until the bus comes to a complete stop at their designated bus stop. Students should board or exit the bus at their assigned stops.
2. Buses and students shall be tobacco, drug, narcotic and alcohol free. Students should refrain from horseplay, bullying, profane language, yelling, eating and throwing items on the bus.
3. Students shall refrain from spraying cologne, perfume or other allergy inducing substances.

The bus driver is the authority figure on the bus and has the responsibility for the safe transportation of students. The bus driver will take reasonable and prudent action with assurance that principals will follow up and/or discipline the student to assure the safety of all passengers.

Failure to comply with these regulations could result in a possible bus suspension for periods of time, depending upon the frequency of the behavior and the seriousness of the case as seen by the school administration.

### **Responsibilities of Contractors and Drivers**

1. It shall be the responsibility of the school bus driver to meet the qualifications prescribed by federal, state and local laws and regulations. Regular drivers and substitute drivers must be approved by the Board of School Directors for the South Eastern School District.
2. The school bus driver shall be in full charge of the school bus and the students, except in the presence of a school District employee, who shall then be in charge of the students.

### **APPENDIX III – EXPECTATIONS AND AGREEMENT FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

The Board of School Directors, Administration, Faculty and Staff of the South Eastern School District considers participation in school-sponsored organizations to be a privilege. Students participation in school-sponsored organizations are expected to accept the responsibilities granted them by this privilege. As school District representatives who are scrutinized by their peers and community, students participating in school sponsored organizations are expected to accept a drug, alcohol, tobacco and steroid-free lifestyle. Possession of Tobacco Products, Use of Tobacco Products, Possession, Use, Transfer, Sale or Aiding in the Procurement of Drugs, Mood-Altering Substances, Alcohol, Anabolic Steroids (except for a valid medical purposes) and Controlled Substances as defined in the South Eastern School District Board Policy are prohibited by any student. Students who violate these rules at any time (24 hours a day, 7 days a week), whether such conduct occurs on or off school property shall be subject to: (a.) the consequences below (b.) the specific guidelines established by the individual organization and (c.) the normal disciplinary action outlined in the South Eastern District Drug and Alcohol Policy, if applicable (d.) referral (except for tobacco incidents) to the Student Assistance Program with successful completion of the assessment and any recommended counseling and/or interventions.

Exclusion from school shall include a prohibition for participation in or attendance at any school-sponsored activity during the period of the exclusion. The coach or director of the extracurricular activity may, with approval of the administration, also impose rules and reasonable dress requirements that are required for participation in the activity. These rules will be communicated in writing to students and parents at the beginning of each season.

The rules outlined in the Extracurricular Conduct Code apply to participants in extracurricular activities on a twenty-four hour basis during the period of participation. A copy of this Extra-curricular Conduct Code is distributed to each participant and student and parent verification of understanding will be on file with the District before participation is allowed. (Appendix III)

South Eastern School District's Drug, Alcohol, Tobacco and Steroid Policy to be followed by students participating in South Eastern School District sponsored organizations.

**FIRST OFFENSE:** The student will be removed for a period of 45 school days from participation as a member in any South Eastern School District sponsored organization. (Organizations include but are not limited to athletic teams, honor societies, student council, mock trial, marching band, musical, play, etc.)

The suspension will be in effect from the conclusion of due process until the end of the 45<sup>th</sup> consecutive school day. The suspension will be carried into the next school year if the 45<sup>th</sup> consecutive school day does not occur within the current school year.

**SECOND OFFENSE:** The student will be removed for a period of one calendar year (starting with the conclusion of due process) from participation as a member in any South Eastern School District sponsored organization.

While the administrative staff, coaching staff, advisors and faculty cannot observe students twenty-four hours a day, 7 days per week, students are expected to abide by all school regulations at all times.. Parents and guardians are obligated and expected to support and enforce these regulations. Violation(s) brought to the attention of the Administration will be investigated. Students have the right to due process, which shall consist of notice and an opportunity to be heard. During the due process proceedings, if the allegations are found to be factual, associated penalties will be imposed.

#### **SOUTH EASTERN SCHOOL DISTRICT ACADEMIC ELIGIBILITY**

The following eligibility information can be found in South Eastern School District's Student Code of Conduct.

- A student shall be eligible to participate in extracurricular activities if he/she has met the following requirements:
  - **GRADE 9-12** = a student must be passing (not less than a 60% average) a minimum of five (5) credits/classes and not be failing more than the equivalent of one (1) credit/class.
  - **GRADE 7-8** = a student must be passing (not less than a 60% average) a minimum of four (4) credits/classes and not be failing more than the equivalent of one (1) credit/class.

Courses for credit not designed to be evaluated weekly; assessment schedule shall not count toward a student total credit. Such courses shall include but not be limited to: Graduation project, Practicum, Lab Assistant, independent study and correspondence courses.

During the current athletic season, weekly academic monitoring will occur. Students that are found to be

academically ineligible will follow the following three (3) step process:

- **FIRST OFFENSE** -the student shall be permitted to practice, but cannot compete in the extracurricular activity for a period of one week. (Sunday through Saturday)
- **SECOND OFFENSE** -the student shall not be permitted to practice or compete in the extracurricular activity for a period of one week. (Sunday through Saturday)
- **THIRD OFFENSE** -the student shall be removed from the extra-curricular activity for the remainder of the season.

At the conclusion of a marking period, as defined by the date on which report cards are issued, a student who is found to be ineligible shall be ineligible to participate in extracurricular activities for a period of 15 (fifteen) school days. Student-athletes that fail to meet academic requirements in a marking period that falls in the middle of a defined sport season will begin the 15 school day probationary period on the next school day.

- **FALL SEASON** – Initial eligibility will be determined by the 4<sup>th</sup> marking period and end of year grades from the preceding school year. (Students must pass both the marking period and for the year.)
- **WINTER SEASON** – Initial eligibility is determined by 1<sup>st</sup> marking period grades, 2<sup>nd</sup> marking period grades be checked during the season.
- **SPRING SEASON** – Initial eligibility is determined by the 2<sup>nd</sup> marking period grades, 3<sup>rd</sup> marking period grades will be checked during the season.

At the onset of a season, as defined by the PIAA, a student who is ineligible to participate in extracurricular activities for the 15 school day period will have a two (2) day try-out (eligibility) period and then return to ineligible status to complete the 15 school day ineligibility period.

In-School Suspensions and Out-of-School Suspensions will exclude the student from participating in any extracurricular activity for the duration of the suspension. Upon a student's return from an in school suspension, his/her participation will be at the discretion of the Administration. The student will also be excluded from participating in any extracurricular activity the day of an assigned Saturday detention for grades 9-12. Any out of school suspension will result in a student's removal from the athletic team for the remainder of the season.

#### **Student conduct while participating in Extra-curricular Activities, including Open Gyms**

Students are expected to adhere to all school rules when participating in all Extracurricular Activities. School rules apply to all school sanctioned activities, even if they fall outside of the normal school day. Students that fail to follow school rules while participating in Extracurricular Activities will lose privileges to participate in those and may be subject to disciplinary actions outlined in the student handbook.

The Board permits the use of electronic devices by students during extra-curricular activities in district buildings, on district property, on district buses or vehicles and at any time when students are under the supervision of the district as long as the students use is not disruptive to the event or poses a safety concern on district buses.

The Board does prohibit the use of picture taking electronic devices by students at any time while on District property in locker rooms, bathrooms, health suites and other changing areas.

#### **Open Gyms and Off-Season Workouts:**

Open Gyms and off-season workouts are characterized as out of season workouts used to condition and prepare athletes for a future season of scholastic competition. Open gyms must be facilitated by a board-approved coach at all times.

#### **Attendance**

In an effort to stress the importance of academics to students, the school District has instituted the following Attendance Policy:

Students involved in extracurricular activities should be in school the entire day. Students participating in any school-sponsored activity (game, competition, concert, production, etc.) occurring on a school day must be in school by 9:30 a.m. of that day. Exceptions to this policy will be a signed note from a doctor or a student has been excused

for a doctor's appointment, field trip, job-shadowing, post-secondary institution visit, driver's test, funeral, school transportation problems, religious observance or an unavoidable family emergency. Students who are absent the day before a weekend or vacation, must provide a signed note from a doctor or have received prior approval for the absence from the administrator.

**First Offense:** The student will receive a written warning from the coach/advisor with a copy also forwarded to the Athletic Director or Principal's office that will be mailed to the parents and/or guardians (one warning per each sport season or marking period for year-long activities).

**Second Offense and Subsequent Offenses:** The student will not participate in his/her scheduled school sponsored activity that day or evening.

If a student arrives to school after 9:30 and they do not meet the "exceptions to the policy", the student will not be able to participate in his/her scheduled school-sponsored activity that day or evening regardless if it is his/her first or second offense. If a student is sent home by the school nurse, they cannot return to practice or participate in his/her activity that day or evening without administrative approval.

By signing below, I acknowledge that I have read and accept the terms of this Agreement for Participation in Extracurricular Activities Agreement Form.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Coach/Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Extra-curricular Activity \_\_\_\_\_ Date \_\_\_\_\_

\* An agreement must be signed for each extra-curricular activity in which the student participates during the 2017-2018 school year. Copies of this agreement may be obtained by contacting the coach or advisor of the extra-curricular activity.