

# **DOWNTOWN AREA SCHOOL DISTRICT**

## **CODE OF STUDENT CONDUCT**

3/31/06

## TABLE OF CONTENTS

|  | Page |
|--|------|
| I. INTRODUCTION . . . . .  | 5    |
| Expectations and Responsibilities of Students . . . . .                | 5    |
| Expectations and Responsibilities of Parents . . . . .                 | 6    |
| Expectations and Responsibilities of Teachers . . . . .                | 7    |
| Expectations and Responsibilities of Administrators . . . . .          | 7    |
| II. ASSEMBLY PROGRAMS . . . . .  | 7    |
| III. ATTENDANCE . . . . .  | 8    |
| Additional High School Requirements for Attendance . . . . .           | 9    |
| Additional Middle School Requirements for Attendance . . . . .         | 10   |
| Additional Elementary School Requirements for Attendance . . . . .     | 10   |
| IV. BREATHALIZER (Secondary) . . . . .                                 | 10   |
| V. BUS RULES AND REGULATIONS . . . . .                                 | 10   |
| VI. CARE OF SCHOOL PROPERTY . . . . .                                  | 12   |
| VII. CO-CURRICULAR CODE OF CONDUCT (Secondary) . . . . .               | 12   |
| VIII. TOBACCO . . . . .  | 12   |
| IX. ALCOHOL . . . . .  | 13   |
| X. DRUGS, NARCOTICS, HALLUCINATING AGENTS . . . . .                    | 13   |
| Additional P.I.A.A. Athletic Program Requirements . . . . .            | 14   |
| XI. CONFIDENTIAL COMMUNICATIONS OF STUDENTS . . . . .                  | 16   |
| XII. DANCES AND SOCIAL EVENTS . . . . .                                | 17   |
| High School Dances . . . . .   | 17   |
| Middle School Dances . . . . .   | 17   |
| XIII. DRIVING AND PARKING POLICY (Secondary) . . . . .                 | 17   |
| XIV. DRUG AWARENESS . . . . .  | 18   |
| XV. ELECTRONIC DEVICES . . . . .                                       | 19   |
| XVI. FINES AND OBLIGATIONS . . . . .                                   | 19   |
| XVII. FIELD TRIPS AND CLASS TRIPS . . . . .                            | 19   |
| XVIII. FIRE DRILLS – EMERGENCY EVACUATION . . . . .                    | 20   |
| XIX. FLAG SALUTE, PLEDGE OF ALLEGIANCE AND OPENING EXERCISES . . . . . | 20   |
| XX. FUNDRAISING . . . . .  | 20   |
| Fundraising Procedure . . . . .  | 20   |
| XXI. GUM . . . . .   | 21   |

| TABLE OF CONTENTS (Continued) |   | Page |
|-------------------------------|---|------|
| XXII.                         | HAZING . . . . .  | 21   |
|                               | Complaint Procedure . . . . .                                     | 21   |
|                               | Appeal Procedure . . . . .  | 22   |
| XXIII.                        | INTERNET AND COMPUTER USE . . . . .                               | 22   |
|                               | Network Procedures . . . . .                                      | 23   |
|                               | Server and Home Folders (Secondary) . . . . .                     | 24   |
|                               | Home Folder Contents (Secondary) . . . . .                        | 24   |
| XXIV.                         | ITEMS PROHIBITED FROM BEING BROUGHT TO SCHOOL . . . . .           | 24   |
| XXV.                          | LOCKERS (Secondary) . . . . .                                     | 24   |
| XXVI.                         | LUNCH PROGRAM – CAFETERIA RULES . . . . .                         | 25   |
| XXVII.                        | MEDICATION . . . . .  | 25   |
| XXVIII.                       | PASSES . . . . .  | 26   |
| XXIX.                         | PLAYGROUND RULES . . . . .  | 26   |
| XXX.                          | POSTERS & SIGNS . . . . .   | 27   |
| XXXI.                         | RECESS (Elementary) . . . . .                                     | 27   |
| XXXII.                        | SEARCH AND SEIZURE POLICY . . . . .                               | 27   |
| XXXIII.                       | STUDENT DISCIPLINE . . . . .                                      | 28   |
| XXXIV.                        | DISCIPLINARY RESPONSES . . . . .                                  | 29   |
|                               | Level 1: Consequence . . . . .                                    | 29   |
|                               | Level 2: Detention . . . . .                                      | 29   |
|                               | Level 3: Exclusion . . . . .                                      | 29   |
|                               | In-School Suspension (ISS) . . . . .                              | 30   |
|                               | Out-of-School Suspension (OSS) 10 days or less . . . . .          | 30   |
|                               | Long Term Expulsion (EXP) Exceeding 10 days . . . . .             | 31   |
| XXXV.                         | TYPES OF DISCIPLINARY OFFENSES . . . . .                          | 32   |
|                               | Attendance Offenses . . . . .                                     | 32   |
|                               | Admission Offenses . . . . .                                      | 33   |
|                               | Intolerance . . . . .   | 33   |
|                               | Electronic and Communication Devices and Nuisance Items . . . . . | 33   |
|                               | Inappropriate Behavior or Language . . . . .                      | 33   |
|                               | Bus Violations . . . . .  | 34   |
|                               | Inappropriate Dress or Grooming . . . . .                         | 34   |
|                               | Intended Deception . . . . .                                      | 34   |
|                               | Damage to or Inappropriate Use of Technology . . . . .            | 34   |
|                               | Damage to Property . . . . .                                      | 35   |
|                               | Leaving School Property Without Permission (Secondary) . . . . .  | 35   |
|                               | Cutting Class or Cutting Teacher–Issued Detention . . . . .       | 35   |
|                               | Cutting School . . . . .  | 35   |
|                               | Late to Class (per semester) . . . . .                            | 36   |
|                               | Late to School (per semester) . . . . .                           | 36   |
|                               | Cutting Detention (High School) . . . . .                         | 36   |
|                               | Defiance of Authority . . . . .                                   | 36   |
|                               | Endangering the Health, Safety, or Welfare of Others . . . . .    | 36   |

| TABLE OF CONTENTS (Continued)                                   | Page   |
|---|--------|
| Operation of Motor Vehicles . . . . .                           | 37     |
| Assault . . . . .   | 37     |
| Terroristic Threats/Acts . . . . .                              | 38     |
| Commission of Crimes and Offenses of the Commonwealth . . . . . | 38     |
| Fighting . . . . .  | 38     |
| Forgery or Intentional Misrepresentation . . . . .              | 38     |
| Plagiarism . . . . .  | 39     |
| Harassment . . . . .  | 39     |
| Profanity . . . . .   | 39     |
| Sexual Misconduct . . . . .                                     | 39     |
| Tobacco Use . . . . .   | 40     |
| Theft . . . . .   | 40     |
| Drug and Alcohol Violations . . . . .                           | 40     |
| Weapons . . . . .   | 40     |
| <br>XXXVI. STUDENT EXPRESSION . . . . .                         | <br>40 |
| Distribution of Non-School Materials at School . . . . .        | 41     |
| <br>XXXVII. TERRORISTIC THREATS OR ACTS . . . . .               | <br>42 |
| <br>XXXVIII. UNLAWFUL HARASSMENT . . . . .                      | <br>43 |
| Complaint Procedure . . . . .                                   | 43     |
| Appeal Procedure . . . . .                                      | 44     |
| <br>XXXIX. WEAPONS . . . . .                                    | <br>44 |

## **DOWNINGTOWN AREA SCHOOL DISTRICT CODE OF STUDENT CONDUCT**

To serve the educational needs of our community, Downingtown Area School District (“DASD”) provides opportunities for students to identify and realize their potentials as responsible individuals within our society. Students, professional staff, family, and community all share the responsibility for establishing a healthy atmosphere for that growth. The characteristics of such a healthy and sound educational environment are recognition of common concerns despite individual differences; open, effective communication; appreciation of personal worth and dignity; and expressed respect for achievement and hard work. Appropriate skills and knowledge will promote responsible attitudes that will prepare our students for continued learning and positive responses to our changing world.

Pursuant to the Public School Code and in accordance with the provisions of regulations of the State Board of Education, the Board of School Directors (“Board”) of DASD has adopted this Code of Student Conduct (“Code”) in order to ensure a more conducive and orderly educational environment for the employees and students of DASD and to promote the ideals of citizenship and orderly interaction in and among the DASD community. In order to achieve the Board’s objective of an orderly and conducive educational environment through education, DASD’s administrators shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are taught their rights and responsibilities, particularly as they are set forth in this Code.

Each student enrolled in DASD shall adhere to this Code or be subject to such disciplinary measures as set forth herein. These rules govern student conduct in school, at school activities and during the time spent in travel to and from school and school activities. All policies set forth herein are subject to amendment by the Board at anytime. It is the expectation of the Board that this policy will be interpreted consistently with applicable law. To the extent that any portion of this policy is determined by a court or administrative agency to conflict with any applicable law, the remainder of the policy shall remain in full force or effect. In the application of this Code, DASD will not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, marital status, financial status, ancestry or any other legally protected classification.

### Expectations and Responsibilities of Students

A critical goal of DASD’s educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. This Code is developed to support the personal welfare of each student and to protect the common good of the entire school. Students have six (6) core responsibilities as members of DASD learning community:

- Each student is a representative of DASD and as such is expected to observe this Code at school, work, and recreational and social functions both within and outside the DASD community.

- Each student is expected to demonstrate respect for all persons within the school community including teachers, other students, staff, volunteers, visitors, guests, or others.
- Each student is expected to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds.
- Each student is expected to know and abide by school and individual classroom rules and regulations.
- Each student is responsible for punctual, daily attendance beginning with his or her homeroom arrival and continuing through each day's scheduled classes and activities.
- Each student is responsible for meeting daily work expectations of preparation, class participation, and practice through homework.
- Each student is called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision-making.

These responsibilities and expectations are to be an integral part of DASD student behavior en route to and from school, during all extracurricular activities, day and field excursions, as well as within the typical school day and setting.

#### Expectations and Responsibilities of Parents

Parents are recognized as critical members of their child's educational team. Parents have a need and a right to know of students' responsibilities, violations of those responsibilities and resulting disciplinary measures. Their reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parents can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities: initiating and maintaining an active role, valuing and expecting responsible behavior of their child, and being an advocate for their child and his or her education.

Parents are their child's models. By taking an active role in their child's education, they send a powerful message to their child and the school

Parents are their child's first teacher. Responsibility is not present at birth. It must be learned, practiced, and reinforced. Lessons in responsibility mastered at home flow directly into a child's academic, social, and personal success in school.

Parents are their child's advocate and are therefore expected to support and pursue their child's best interest at home and at school. At times this can be difficult since some lessons are hard to learn. The collaborative and united voice of home and school can do much to support healthy maturation.

## Expectations and Responsibilities of Teachers

Teachers are the students' most frequent and continuous contact. It is the expectation of the administration and the community that teachers exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of individuals and the work of the class as a group.

Teachers address both academic and social discipline in their classrooms. Teachers are encouraged to exercise their fundamental right of expecting students to be prepared for class and to be active learners during class time. Expectations include: students arrive in class each day with their required materials and completed homework; students arrive ready to focus their attention and efforts on the instruction and learning activities.

Teachers are required to institute their own disciplinary consequences for classroom infractions that are in accord with their team or department's approach. This should be sufficient to correct the problem. However, continuous classroom misbehavior may require parent or guardian discussion or conference. If resolution to the problem is not found among the teacher, student, guidance counselor, parent, team or department, then administrative intervention may be necessary. At this level of misconduct, teachers utilize their anecdotal records of the student's infractions, records of their own attempts at correction, and the involvement of the parents/guardians as information in seeking further resolution.

## Expectations and Responsibilities of Administrators

Administrators are charged with the responsibility of managing a safe and healthy environment for the DASD community of learners. Administrators set high expectations for all students to reach their highest potentials, strive to reinforce each person's personal worth and dignity, and oversee implementation of the Code. While administrators are partners with the teachers and parents, the final disposition regarding inappropriate behavior, violations, and disciplinary action rests with the Principal's authority. In response to certain actions or behaviors by students as set forth in this Code, Principals will refer disciplinary action to central administration for further action by the Board.

## **ASSEMBLY PROGRAMS**

Students' behavior during assemblies should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct as determined by the school administrator would include but not limited to whistling, uncalled for clapping, boisterousness and talking during a program. Seating for assemblies will be supervised by the teachers. Students removed during an assembly for conduct reasons may face disciplinary action and may be barred from future assembly programs.

## ATTENDANCE

School-aged pupils enrolled in DASD's schools must attend school regularly in accordance with applicable law. The educational program offered by DASD is generally predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Students are to be in attendance during the days and hours in which school is in session, except when a principal excuses a student for temporary absences in accordance with these rules.

Students involved in extracurricular activities or athletics **MUST** be in attendance by 10:00 a.m. on the day of a scheduled activity or athletic contest in order to participate. A student-athlete **may not** participate in or attend any school activity on a day the student is absent. School events (concerts, field trips, dances, etc.) and athletic contests scheduled on Saturday require proper attendance on the previous Friday.

**Excused absences** are for clearly established mental, physical or other reasons. Acceptable reasons for excused absences are the following:

1. *Illness or recovery from an accident* – A physician's excuse is required for any consecutive absence of more than 3 school days.
2. *Health care* – Absence for a portion of the school day may be excused for medical or dental appointments, which cannot be arranged after school hours. Prior permission from the building Principal must be obtained in order for the absence to be excused.
3. *Serious illness or death in the immediate family*
4. *Impassable roads*
5. *Student's Court appearance*
6. *Family emergency*
7. *Observance of religious holiday* – Permission for the absence must be obtained from the building Principal before the holiday.
8. *Religious instruction* – Permission for the absence must be obtained from the building Principal before the holiday. Limited to a maximum of 36 hours per school year
9. *Vacation or Trips*: Absences due to educational tours, college visits and family trips may be excused by the building Principal if permission is sought no less than three (3) days in advance and the student's education development, in the opinion of the Principal, will not be seriously hindered. Requests for students to be excused for more than one family trip during a school year will most likely not be honored. Parents are discouraged from making vacation plans during the school year on a regular or yearly basis, as they can be an unnecessary detriment to the education of the children. Students will not be permitted to take mid-term or final examinations early or late due to trips or vacations. When an absence due to a trip or vacation exceeds ten (10) school days in duration, the student will be withdrawn from school and re-entered upon return.
10. *4-H or FFA* – The Board may permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

Types of unacceptable reasons for an absence include, but are not limited to: babysitting, missing the school bus, running errands, oversleeping/fatigue, hunting, fishing, attendance at games, employment, family or educational trips not approved in advance, car trouble or shopping.

**Upon return to school from any absence, a student must submit a written excuse to the homeroom teacher or the attendance office.** Any student who fails to bring in a written excuse note within three (3) days after his/her return to school automatically receives an illegal or unexcused absence. "Excuse for Absence" cards are available from the homeroom teacher or the main office.

Students requesting an early dismissal for one of the reasons set forth above or requesting an excused absence requiring prior building Principal approval must obtain and properly complete the appropriate form(s) supplied by school administrators.

Students are responsible for making up work missed due to excused absences or early dismissals within the time required by their teachers. When a student accumulates 10 absences (excused, unexcused and/or illegal), a letter will be sent to the student's parent or guardian indicating the school's concern regarding the student's attendance, and the letter will serve as a warning that, after 15 absences, only a doctor's note will be accepted for future absences.

**Unexcused absences** are absences for unacceptable reasons or where acceptable evidence is lacking where the student has reached the age of 17. **Illegal absences** are absences for unacceptable reasons or where acceptable evidence is lacking where the student has not reached the age of 17. **Students may be disciplined for unexcused or illegal absences.** Students whose absences or tardiness is unexcused or illegal will not be permitted to make up work or tests. However, the building Principal may give consideration to extenuating circumstances beyond the student's control.

When a student has accumulated 3 or more days of unexcused or illegal absences, an official written notice shall be mailed to the parents or guardians. After the notice has been mailed, a citation will be served on the parent or guardian by the District Justice after each additional unexcused or illegal absence.

**Any student who exceeds twenty (20) unexcused or illegal absences in any academic year will be required to appear before the Board, or a duly authorized committee of the Board, for a disciplinary hearing where expulsion may be imposed.**

Additional High School Requirements for Attendance:

*Absences:* Except in cases where prior approval is required from the building Principal, on the date of an absence, a parent or guardian must call the school between 7:00 a.m. and 7:45 a.m. with the student's name and homeroom to report the reason for the absence.

*Tardiness:* All students must be in their first class or homerooms promptly at 7:25 a.m. All students are expected to arrive to classes on time. Any student reporting to school after 7:30 a.m. must report to the attendance office for admission. Any student who fails to report to the attendance office upon arriving late may receive a detention. A late will be excused if the student is ill when school begins and then feels better and wishes to come to school or if the student has an appointment with a doctor, dentist, orthodontist, etc. All students arriving late

must have a parent note explaining the lateness, but will also have to provide an excuse note the next school day BEFORE homeroom begins. After a student reaches 8 lates (excused or unexcused), he/she must have a doctor's note for each additional late. If a student reports to school after 10:30 a.m., he/she is absent for the morning and tardy for the afternoon. An excusable late after 10:30 a.m. is a half-day excused; a late that is unexcused becomes a half-day unexcused. Detentions will be imposed on students who have multiple lates.

#### Additional Middle School Requirements for Attendance:

*Absences:* Except in cases where prior approval is required from the building Principal, on the date of an absence, a parent or guardian must call the school between 7:00 a.m. and 8:00 a.m. with the student's name, grade and reason for the absence. If a call is not received, the Attendance Secretary or a teacher may attempt to telephone the parent at home and/or work to verify the absence.

*Tardiness:* Students who report to school after 7:50 a.m. but before 11:10 a.m. will be marked late. Students who report to school after 11:10 a.m. will be marked absent for the morning session and marked present for the afternoon session. Students are expected to report to class in a timely manner. If a student has been detained in the office or by a teacher, the student must obtain a pass from the person who detained them before going to the next class, or the student will be marked as late.

#### Additional Elementary School Requirements for Attendance:

*Absences and Tardiness:* Except in cases where prior approval is required from the building Principal, on the date of an absence, a parent or guardian must call the school before 8:30 a.m. to report a student absence or tardy. Parents must indicate their name and the student's first and last name, homeroom teacher and length of the absence (if known). If a call is not received, the Attendance Secretary or a teacher will attempt to telephone the parent at home and/or work to verify the absence. If a student arrives to school after 8:55 a.m., the student must report to the main office so that his/her name can be removed from the absence list. An excuse note must be supplied to the homeroom teacher within 24 hours indicating the reason for the tardy.

#### **BREATHALIZER (Secondary)**

To provide for the safety and welfare of students, an alcohol breath analyzer will be used at all major student activities at the High Schools throughout the school year. **Students who test positive will be subject to disciplinary consequences.**

#### **BUS RULES AND REGULATIONS**

DASD will provide transportation for students to and from school at regularly scheduled hours and on athletic trips in accordance with District Policy No. 810. Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the building Principal. The following rules apply to all students riding school buses:

- Arrive at the assigned bus stop 5 minutes before scheduled pick-up times. Parents are responsible for their child's conduct at the bus stop both before and after school.
- Exhibit orderly and appropriate behavior while at the bus stop and on the bus.
- Respect the property adjacent to the bus stop, respect the safety and property of other students, and follow all directions and guidance provided by the bus driver. The bus driver has the same authority as a classroom teacher.
- **Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the Principal has approved a change**
- Enter the bus and take a seat without disturbing others.
- Remain in your seat while the bus is in motion.
- Speak in a normal tone of voice while on the bus. No shouting.
- Do not throw items on the bus or from the bus at any time.
- **The same discipline rules applied in school apply on the bus.**
- Smoking, eating, drinking or chewing gum on the bus is prohibited.
- Keep the bus clean and orderly.
- No items can be placed in the driver's compartment, doorway or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
- Animals are not permitted on the bus.
- Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
- Objects that endanger other students are strictly prohibited. Such objects include, but are not limited to, firearms, knives, metal stars, ice skates, glass objects, etc. Possession of dangerous objects may result in immediate suspension of bus privileges and other discipline.
- Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.
- **Missing the bus and not attending school is NOT a legal absence.**

Students who misbehave may be denied the privilege of riding the bus, in which case parents must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus.

Video monitoring of school buses may be utilized by DASD. If video monitoring is utilized, a warning, via a posted decal, will inform riders that a video monitoring system may be used at any time. If a student has been videotaped and disciplinary action has been recommended, in whole or in part because of what is depicted on the videotape, the parent or guardian of the student being disciplined may request to view the videotape, and the request should be directed to the building Principal. Parents may view only that portion of the videotape which documents the alleged misbehavior of their child on the bus. All videotaped evidence of the student's misbehavior will be erased after the disciplinary action/disposition, and any appeals, have concluded.

## CARE OF SCHOOL PROPERTY

Each student is responsible for the proper care of school property, supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures, prosecution and punishment as allowable under applicable law. Parents and guardians shall be held accountable for student actions, which could include cost of restoration and cost for any reward money offered. The Superintendent or his/her designee may report any student whose damage of school property has been serious or chronic in nature to the appropriate authorities. Referral to the juvenile authorities shall not be made without prior notification to the student's parent/guardian.

## CO-CURRICULAR CODE OF CONDUCT (Secondary)

The primary purpose of DASD's Co-Curricular Program is to promote the physical, mental, social, emotional and moral well being of the participant. As a district, we strive to make the programs in our schools a positive force in preparing youth for an enriching and vital role in America. The Co-Curricular Program is an important and integral part of the total school program and is open to all students. Through voluntary participation, a student gives time, energy, and loyalty to the program. He/she also accepts the rules, regulations and responsibilities that are unique to each of these programs. In order to contribute to the welfare of the group, the participant must willingly assume these obligations since this role demands that the individual make sacrifices not required of non-participants. **Prior to participating in any co-curricular activities, students must read this Co-Curricular Code of Conduct and acknowledge that they have read it and understood it by signing the form attached hereto.**

Participation in co-curricular activities is a privilege. By voluntarily participating in co-curricular activities, students are agreeing to be bound by the Co-Curricular Code of Conduct in addition to the conduct mandated by the Code. No student is entitled to participation. If a student violates the Co-Curricular Code of Conduct, the privilege of participation may be temporarily suspended or permanently revoked.

The following rules, regulations and responsibilities apply to all students participating in co-curricular activities:

1. Participants must travel to and from contests/activities away from Downingtown on transportation provided by the school district. An exception would be granted only if injury to a participant would require alternate transportation.
2. Use of or possession of tobacco, alcoholic beverages, drugs, narcotics, or hallucinating agents by student participants is prohibited.

### TOBACCO –

*First Offense:* The individual will be suspended from the activity for five (5) school days and referred to the building Principal for action under the Code. During this time period, the individual should be recommended to the Student Assistance Program for further assistance.

At the end of this period, following counseling by the head coach/activity sponsor and the building Principal, a decision regarding further participation will be made.

*Second Offense:* The individual will be suspended for the remainder of the activity's season and referral of the student to the building Principal for disciplinary action under the Code.

ALCOHOL –

*All offenses:* Suspension for the remainder of the activity's season and referral of the student to the building Principal for disciplinary action under the Code. The individual shall be recommended to the Student Assistance Program for further assistance.

DRUGS, NARCOTICS, HALLUCINATING AGENTS –

*All offenses:* Suspension for the remainder of the activity's season and referral of the student to the building Principal for disciplinary action under the Code. The individual shall be recommended to the Student Assistance Program for further assistance.

3. Any investigation and/or disciplinary action taken under the Co-Curricular Code of Conduct shall be conducted in the following manner:
  - a. Alleged violations of the Co-Curricular Code of Conduct shall be reported to the co-curricular sponsor/athletic director and/or an assistant principal. Such reports will be investigated in a timely manner by the co-curricular sponsor/athletic director and assistant principal. The student involved and the coach/activity sponsor of the activity shall be informed in writing of the alleged violation and the investigation. The investigation shall include, but not be limited to, interviews of the student involved and any witnesses.
  - b. When the investigation is complete, the co-curricular sponsor/athletic director and assistant principal will make a presentation of all information gathered to the building principal. The building principal shall provide the student and parent a summary of the information gathered, and give the student and his/her parents an opportunity to be heard and present information relevant to the alleged violation. Based on the information presented by the co-curricular sponsor/athletic director and/or assistant principal and the student and parent, the building principal will make a determination of whether a violation occurred. The determination of the principal shall be final.
  - c. The co-curricular sponsor/athletic director and assistant principal shall notify in writing the parents, the student and the co-curricular sponsor/coach of the action taken. The appropriate discipline will be imposed according to the degree of the infraction.
  - d. Until a final determination has been made by the building principal, the student may continue to participate as a member of the team/activity.
4. **The rules and regulations of the Co-Curricular Code of Conduct shall apply to any violation that occurs during “in-season” participation, regardless of whether the conduct occurs on or off school premises or in connection with any school function.**

- a. **“In-season” participation begins with the first day of practice or participation and ends with the last contest, meeting or practice, whichever occurs on the later date.**
  - b. **When a participant is suspended for a specific number of days/weeks, the participant may not participate in the activity until the suspension is completed; provided, however, that in the case of student involved in interscholastic sports, the student must continue to report to practice, but may not dress, may not be in or around the bench area, may not travel or in any way take part in contests or scrimmages for the duration of the suspension.**
5. Any conduct that results in dishonor to the student participant, the team/activity or the school will not be tolerated. Any acts of unacceptable conduct, including but not limited to, theft, vandalism, disrespect, immorality or criminal acts, tarnish the reputation of everyone associated with the Co-Curricular Program and will not be tolerated. All unacceptable conduct shall be reported to the co-curricular sponsor/athletic director and/or the assistant principal who will then follow the investigative procedure set forth above. A determination of consequence will be made as set forth above. The consequence imposed will range from a five (5) day suspension from the team/activity to suspension for the remainder of the season, depending on the severity of the infraction as determined by the building principal. The building principal shall be guided by the disciplinary action listed in the Code for a similar infraction in determining the appropriate consequence to impose.
  6. Every student is required to do satisfactory school work in at least four (4) Carnegie Units of study or the equivalent.

#### Additional P.I.A.A. Athletic Program Requirements

In addition to DASD’s Code of Student Conduct, Rights and Responsibilities and Co-Curricular Code of Conduct, the following regulations are in effect and apply to student athletes. The consequences imposed under these P.I.A.A. requirements are in addition to and supplement those consequences that may be imposed under the two Codes.

DASD, along with the majority of the public schools in Pennsylvania, is a member of the Pennsylvania Interscholastic Athletic Association (“P.I.A.A.”). For those students participating in DASD-sponsored athletic teams, the P.I.A.A. requires the following:

1. Students are discouraged from participating on an outside sport team while a member of a DASD Team. Students must inform the DASD head coach of their involvement with outside sports when the “outside” season coincides with the DASD team’s season. DASD athletes are waived for participation in out of school sports teams through the building principal's annual letter to P.I.A.A., Article VIII, Section I-A of their by-laws. Athletes shall be required to strictly adhere to the individual team rules and regulations of their particular DASD sports team.

2. Each student must have a physical examination before he/she will be permitted to participate in any interscholastic sport.
3. The parent must sign a permission form for the student to participate in any sport.
4. Each coach is responsible for knowing and informing team members and parents of school and P.I.A.A. regulations and to enforce those rules in an appropriate manner.
5. Parents of athletic team members are responsible for informing the principal, athletic director and/or the head coach of a pending or actual violation of these rules and regulations.
6. A student-athlete is required to attend all practices unless excused by the coach or building principal. If an emergency arises making it necessary for a student to leave school and the coach is not available, the student may leave a message in the office for the coach. If, for any reason, the student is to be excused from any particular practice, a written request from the parent is to be presented to the coach. Each coach has a specific practice time – student who is late, without a teacher’s excuse, will make up the time after practice. Participants will be excused for assistance in schoolwork. Any lateness caused by discipline must be made up after practice.
7. Any participant who has left the squad other than for an emergency, physical reason or grades shall not be permitted to return. Any participant in a school sport should realize the importance of attending each practice and game. When a participant leaves the team for any reason, except in an emergency, his/her position will permanently be filled. After the season has begun, no athlete may quit one sport and try out for another without mutual consent of both coaches.
8. A display of unsportsmanlike conduct toward an opponent or official or the use of profanity during a practice or contest will result in counseling by the head coach and/or the building principal with penalties or discipline to be determined according to the degree of the infraction.
9. Consistent with the concept that interscholastic athletics are a part of the educational system and consistent with the established goals of health, safety, and sportsmanship, the following guidelines for “New” Season and “Out-of-Season” regulations are set forth:
  - a. The basic responsibility of administrators and athletic coaches is to provide students who are participating in interscholastic athletics with a worthwhile educational experience.
  - b. All sports have a defined season and no sport shall operate to the detriment of any other sport.
  - c. The student shall have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the P.I.A.A. and DASD.
  - d. All P.I.A.A. member schools must comply with the defined season for each sport. Within each defined season, member schools may sponsor sports teams that compete

against other member schools which follow all P.I.A.A. policies, rules and regulations. Outside of the defined season for sports, member schools may be involved with sports activities such as training programs, recreational activities, “Open Gym”, and clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students be as private citizens and is voluntary as described below. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during time “Out-of-Season” as described below.

10. Any sports activity that occurs outside of the sport’s regularly scheduled season does not fall within the jurisdiction of P.I.A.A. except as set forth in the immediately preceding paragraph and as follows:
  - a. The coach and other personnel representing the school shall not require an athlete to participate in a sport or training program for a sport outside of the P.I.A.A.’s defined sport’s season. The participation of students in any sport activity that occurs outside of its defined season must be voluntary.
  - b. In order to maintain eligibility to represent a member school in football: a student shall not participate in organized contact football camps, clinics, drill practices, games, scrimmages or similar contact activities outside of the P.I.A.A. defined football season.
  - c. The school’s name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school’s name, nickname, and interscholastic athletic uniforms may not be used by students; however, the principal may permit students to use the school’s interscholastic equipment and the school's interscholastic health/first-aid supplies. Additional rules and regulations from the head coach must be approved by the principal and athletic director.
11. In any sports program, there will be a certain number of injuries, some serious, some minor. All students must immediately report all injuries to the coach so that proper care may be given.
12. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student’s physician or by the school’s athletic trainer.
13. In some sports programs, mouth guards are mandatory; however, students in any sport may obtain a mouth guard from the athletic trainer.

## **CONFIDENTIAL COMMUNICATIONS OF STUDENTS**

Some oral or written communications between students and school personnel are confidential. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to or by the principal or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

## **DANCES AND SOCIAL EVENTS**

Permission to hold dances and other social events must be secured from the Principal's office in advance of the date scheduled for the event where school facilities and/or staff must be provided. Students participating in such events shall be held responsible for compliance with the rules set forth in advance for their conduct, and infractions of those rules will be subject to discipline. Participation in school social events is not a right and may be denied to any students who have demonstrated disregard for the rules of the school, or who have not been in attendance on the day of the event.

High School Dances – Pupils in grades K through 8 will generally not be permitted to attend dances or parties on the High School level. Exceptions may be made through the principal's office in advance. People may not leave the building and then re-enter during dances and parties. Only those purchasing tickets will be admitted. Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and for the general conduct of the dance or party. An appropriate dress code may be established for the event by the faculty advisor of the sponsoring group or class in cooperation with the Principal. Glow-lites are not permitted at any school-sponsored dances. If a student wishes to bring a guest from outside the student body or an alumnus, the student must obtain a guest pass in advance from the High School office after purchasing a ticket for the guest, and the names of the guest and the sponsoring student must appear on the guest pass.

Middle School Dances – Dances will be held from 7:00 p.m. to 9:00 p.m. No student will be permitted to enter the dance after 7:30 p.m., nor will a student be permitted to leave the dance early without a note from a parent. Students may not leave the dance and then re-enter. Parents are to pick their children up at 9:00 p.m. – please be prompt. Failure to adhere to school and dance rules may result in loss of dance privileges and/or disciplinary action. Students should follow guest pass procedures announced prior to each dance. When guest passes are permitted, parents should phone the school office prior to the dance and provide the name, grade and school the guest attends.

## **DRIVING AND PARKING POLICY (Secondary)**

Parents/guardians and students assume the responsibility of using bicycles and motor vehicles for travel to and from school by students. Students who are licensed drivers may apply for a parking permit from the building Principal to drive motor vehicles, motorcycles and mini-bikes onto school grounds and park in designated areas. DASD is not responsible for privately-owned motor vehicles, motorcycles, mini-bikes or bicycles which are lost, stolen or damaged. DASD does not permit the use of skateboards, roller blades, snowmobiles or horses on school property. Mini-bikes and motorcycles are only permitted on school property to the extent they are used to drive to and from school.

Parking permits are available to any High School, Junior or Senior student possessing a driver's license. All students must present a valid driver's license, owner's card and insurance card at the time of registration, along with the make of the car, model and license plate number. A fee will

be charged to obtain a parking permit. Replacement permits may be obtained for an additional fee. Permits will not be issued to students who have outstanding **FINES OR OBLIGATIONS** or outstanding detentions.

Daily parking permits may be issued to students possessing a driver's license for emergency reasons, such as doctor's appointments, provided that the student submits a note from a parent or guardian in advance, stating the reason and date needed for the daily permit. Students seeking a daily permit are required to register the make, model and license plate number of the car with the permit issuer, and are required to park in the designated Daily Parking Lot. A daily charge will be levied for each day a student uses the Daily Parking Lot.

All students parking on school property shall adhere to the following rules and regulations, and failure to do so may result in discipline or revocation of parking privileges:

1. Parking permits may not be shared and are not transferable
2. Parking permits must be displayed **on the rear view mirror facing out.**
3. Abide by the speed limit of 15 miles per hour and all posted signs, traffic signals and parking markers
4. Sitting in cars is not permitted during school hours – students must exit vehicles and enter the building upon arrival at school
5. Student cars must be parked in a student lot
6. No student is permitted to leave school during school hours unless permission is granted from the office
7. Student must report lost or stolen permits as soon as possible to the High School office

## **DRUG AWARENESS**

Students are prohibited from using, possessing, distributing or being under the influence of any controlled substance during school hours, which includes the hours it takes for a student to travel to and from school, on school property, at any school sponsored event and on school-supplied transportation. If any student is found to be in violation of this policy, the student may be required to participate in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs, in addition to any discipline that may be taken against the student. However, no student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and/or parent or guardian.

A "controlled substance" is defined, for purposes of this policy, as those controlled substances prohibited by law; all "look alike" drugs; all alcoholic beverages; any drug, mood-altering substance or health-endangering compounds, including inhalants and solvents; and any prescription drug, patent drug or anabolic steroid, except those for which permission to use in school has been granted by the District.

Students involved in school-related athletics must comply with the Co-Curricular Code of Conduct and are also prohibited from using anabolic steroids, except for a valid medical purpose. Body-building and muscle enhancement are not valid medical purposes. Human Growth

Hormone shall not be included as an anabolic steroid. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from participating in school athletics.

*The Board's Drug Awareness Policy No. 227 contains additional rules with which students must comply, and it has been reprinted herein.*

## **ELECTRONIC DEVICES**

The use of electronic devices (including, but not limited to, laser pointers, cell phones, radios, CD players, walkmans, paging devices, etc.) by students is prohibited during the instructional periods. Such devices must be turned off or otherwise made inoperable during instruction periods. A student who is a member of a volunteer fire company, ambulance or rescue squad or by a student who has a need due to a medical condition of an immediate family member may be permitted to use and/or possess an operable cell phone or pager during instructional periods, provided that the student submits a written request signed by the student's parent/guardian to the building Principal and the building Principal approves the request. The building Principal has discretion to request a signed statement from either the treating physician or the volunteer fire, ambulance or rescue squad supervisor attesting to the need for the cell phone or pager.

## **FINES AND OBLIGATIONS**

Fines may be levied on students and/or their parents as needed to cover the cost of a student's excessive use of or physical damage to DASD real or personal property or loss of DASD property. Obligations are any debt owed to the school by a student for a variety of reasons, such as unpaid cafeteria charges or fees. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in withholding of report cards, diplomas, or transcripts, as applicable, at the conclusion of the school year, banning from participation in school activities, and non-participation in High School graduation activities.

## **FIELD TRIPS AND CLASS TRIPS**

While on field trips and class trips, students are representing their school and will be required to exhibit the same behavior and dress that is expected of them in school -- infractions of those rules will be subject to discipline. Participation in field trips and class trips is not a right and may be denied to any students who have demonstrated disregard for the rules of the school. Students participating in a school-sponsored trip must return a permission form to the sponsoring teacher prior to the date of the trip. The return of the signed permission slip signifies an obligation on the part of the student to meet all responsibilities connected with the trip. Students are responsible for all class work missed while attending field trips or class trips.

## **FIRE DRILLS – EMERGENCY EVACUATION**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone must promptly clear the building by the prescribed route. Students are to follow the directions of their teacher and remain with the teacher outside the building until a signal is given to return inside.

## **FLAG SALUTE, PLEDGE OF ALLEGIANCE AND OPENING EXERCISES**

Each school day, students will salute the flag and recite the Pledge of Allegiance during opening exercises. However, a student may refuse to recite the Pledge of Allegiance or salute the flag based on the student's religious conviction or personal belief. A student who declines to participate in these opening exercises shall stand quietly and respect the rights and interests of classmates who do wish to participate. Opening exercises may also include a period of silent prayer or meditation, a period of silence, appropriate music and/or prose or poetry.

## **FUNDRAISING**

Student fundraising is the solicitation and collection of money by students for an expressly authorized school-sponsored activity, and shall include the collection of money in exchange for tickets, papers, advertising and any other goods or services. Building Principal approval must be obtained for all school-sponsored fundraising efforts, and approval may be withheld at the building Principal's discretion. The building Principal may refuse to approve the type of fundraising or the items to be sold, may require contact to be made with a representative of the firm or manufacturer of the items to be sold, and/or may require additional financial documentation to be submitted.

### Fundraising Procedure:

1. Fundraising request submitted in writing by the advisor or professional staff member in charge of the group to the building Principal at least 2 weeks prior to the start of the fundraising activity.
2. The building Principal replies in writing no later than 1 week prior to the proposed activity.

No student may collect money in school, on school property or at any school-sponsored event for his/her personal benefit or for a fundraiser not sponsored by DASD or the school. Door-to-door fundraisers may not be used by any student organization or group. Fundraisers shall not interfere with the educational program of DASD.

Club groups are permitted to have 1 fundraising campaign per school year. Non-club groups are permitted to have fundraising campaigns as needed throughout the school year regardless of the size of the campaign, subject to building Principal approval. Non-club groups include, but are

not limited to: home and school, band, chorus, National Honor Society, Student Council, Yearbook, and athletic teams.

## **GUM**

Chewing gum and bubble gum are not permitted at school or on the bus.

## **HAZING**

All forms of hazing of students are prohibited. Each student is responsible for respecting the rights of their fellow students and to ensure a school atmosphere free from all forms of hazing.

The term “hazing” includes, but is not limited to, 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, admission into, affiliation with or as a condition for continued membership in any organization operating under the sanction of DASD or as recognized as an organization by DASD. Examples of hazing include, but are not limited to: brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food or substance; extreme mental stress such as sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment.

When a student believes that he/she has suffered hazing, the student should immediately inform the perpetrator that his/her behavior is unwelcome, offensive or inappropriate. If such behavior continues, the student should follow the District’s complaint procedure.

### Complaint Procedure

- Students who believe they have been victims of hazing or who have witnessed hazing should promptly report such incidents to a counselor or appropriate building Principal, who shall inform the student of his/her rights and the complaint process.
- If a counselor or other staff member receives a complaint of hazing, they should immediately report that complaint to the building Principal.
- The building Principal shall immediately notify the Superintendent or his/her designee and shall conduct an impartial, thorough and confidential investigation of the alleged hazing.
- In determining whether the alleged conduct constitutes hazing, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
- The building principal will prepare a written report summarizing his/her investigation and recommending a disposition of the complaint. Copies of this report will be provided to the person making the complaint, the accused, the Superintendent and others directly involved, as appropriate.
- If the investigation substantiates a charge of hazing, the District shall take prompt corrective action to ensure that the hazing ceases, including but not limited to disciplinary action, educational activities and/or counseling services.

- If the investigation concludes that a student made false accusations of hazing, the student may be subject to disciplinary action.

### Appeal Procedure

If the student complaining of or student accused of the unlawful hazing is dissatisfied with the building Principal's decision, the student and/or his/her parents/guardians may file a written appeal with the Director of Elementary Education or Director of Secondary Education. The appropriate Director shall review the initial investigation and report and may also conduct an additional investigation, and shall prepare a written response to the appeal. Copies of this report will be provided to the person making the complaint, the accused, the Superintendent and others directly involved, as appropriate.

No reprisals, discipline or retaliation shall occur as a result of a good faith charge of hazing.

### **INTERNET AND COMPUTER USE**

DASD extends to students the privilege of using the Internet and computers while at school, subject to the rules contained in this policy and the rules of the teacher or staff member supervising the usage. The purpose of DASD's Internet connection is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the student's Internet account must support education and research and be consistent with the educational objectives of DASD. Transmission or acquisition of any material in violation of applicable law is prohibited, including, but not limited to, copyrighted material, threatening or obscene material, or materials that constitute unprotected student expression (see **STUDENT EXPRESSION** below). Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited. Students are also expected to comply with the rules of network etiquette, which include, but are not limited to, the following:

- Be polite.
- Do not use abusive language.
- Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your or other students' personal addresses or phone numbers.
- Do not use the network in such a way that would disrupt the use of the network by others.
- Do not use the network to engage in illegal activities.

All communications and information accessible via the Internet network, including electronic mail, is the property of DASD, and **students do not have a right of privacy to their Internet use or their electronic mail**. Messages or conduct relating to or in support of illegal activities may be reported to appropriate authorities.

DASD makes no warranties of any kind, either express or implied, for Internet services. DASD will not be responsible for any damages incurred as a result of a student's use or non-use of the Internet, including, but not limited to: loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your

own risk. DASD has no responsibility for the accuracy or quality of information obtained through the Internet or electronic mail.

Before any student will be permitted to use the Internet, the student and the student's parent or guardian, if the student is under the age of 18, must sign DASD's Internet Acceptable Use Agreement. The signatures on the Agreement are legally binding and indicate that the signers read the terms and conditions contained in the agreement carefully and understand their significance.

Inappropriate use of the Internet will result in disciplinary action that can include, but are not limited to, loss of Internet privileges. If a student identifies a security problem or potential security problem regarding the network, the student must notify a system administrator. **Students may not use other student's accounts.** Attempts to log on to the Internet as another user will minimally result in cancellation of the student's user privileges. Any user identified as a security risk may be denied access to the Internet. Any student who maliciously attempts to harm or destroy hardware, data, the Internet or any other network attached to the Internet, including, but not limited to, uploading, downloading or creating computer viruses, will be disciplined, and his/her Internet privileges will be revoked.

DASD complies with the Children's Internet Protection Act ("CIPA") and uses technology protection that blocks or filters Internet access to visual depictions that are defined in the CIPA as obscene, child pornography or harmful to minors.

#### Network Procedures

- A. When a school computer is started a logon box appears:

**Enter Network Password:**

**User Name:**

**Password:**

**Domain:           STUDENT**

The domain field should already be filled in. (It must be STUDENT.)

- B. If the computer is on, press Ctl-Alt-Delete to begin.
- C. **User Name:** Replace the User Name with your User Name. Your User Name is your first initial and last name for example: John Doe's User Name would be: jdoe. In some instances with duplicate names we have added another letter to the User Name. Homeroom teachers will be given a list of these logon names for you to check.
- D. **Password:** Your password has been assigned. Type in your password and press **Enter**. The first time that you logon, the server will tell you that your password has expired and it will ask you to change it. Leave the old password in the top field. Enter your new password in the two lower fields. Passwords must be at least 6 characters, please pick something you will remember. Any letters numbers or characters may be used. Make sure it is not something obvious. Passwords are case sensitive. We cannot retrieve a password if you forget it, but we can change to something else. After the first request, a fee will be charged to replace a forgotten password.

### Server and Home Folders (Secondary)

When you have successfully logged onto the network, you have access to a "home" folder on the server. It will reside in one of four folders (2005 Seniors, 2006 for Juniors, 2007 for Sophomores and 2008 for Freshmen). A network Drive S: is also created in "My Computer." The home folder can also be accessed from within an application. To save a document in Word for example:

- Pull down **File** menu
- Choose "**Save As**"
- Pull down the **Save in:** box
- Click on the drive labeled **S:** (the drive will look like: 2005, 2006, 2007 or 2008 On S:)
- Find your folder listed by your User Name
- Double click your folder to open it
- Name your document and click the Save button.

Your document can be retrieved from anywhere in this building when you logon to a machine. You cannot access this information from home.

### Home Folder Contents (Secondary)

There is very limited disk space on the server. Please keep only what you need for classes in the home folder. Files may only be kept on the server for legitimate class use! Personal items, such as music, images, and downloaded programs are not permitted! Violators may have their logon accounts locked and their computer privileges suspended! Students are responsible for the contents and security of their home folders.

**Always logoff the computer when finished!!!** Anyone using a computer that is still logged on under your User Name will have access to your home folder.

To logoff:     Click on the **Start** button  
                  Click on **Shut Down**  
                  Click on **Log Off**  
                  Click **Yes**

A new Log On box will appear containing your User Name. Delete your User Name and leave the field empty for the next person.

### **ITEMS PROHIBITED FROM BEING BROUGHT TO SCHOOL**

Items not directly associated with the educational program, i.e. radios, skateboards, roller blades, tape players, videogames, walkmans, CD players, MP3 players, squirt guns, beepers, laser pointers, etc., are NOT to be brought to school. Such items may be confiscated until retrieved by a parent or by the student at the end of the school year.

### **LOCKERS (Secondary)**

Each student at the secondary level will be assigned a locker. Students are permitted to access their lockers at times designated by their school or teacher. Student lockers are equipped with a combination lock for security. The combination will only be issued to the student who is responsible for the locker. The school is not responsible for stolen items; students should refrain

from leaving valuable items unattended in their lockers and keep their hall and gym lockers locked at all times. No student may use a locker as a depository for a substance or object prohibited by law or DASD policy, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The lockers are the property of DASD, and DASD retains possessory control. Lockers are subject to general and random searches by authorized school personnel with or without the assistance of police personnel and/or a drug detection dog

## **LUNCH PROGRAM – CAFETERIA RULES**

Certain rules must be observed by all students in the cafeteria so that the educational environment in the classroom wing is not interrupted or disturbed.

- Remain in the cafeteria. Students are not permitted in any other areas of the building or outside and are not permitted to eat in any other area of the building without teacher or principal permission
- Do not cut in line.
- Display proper table manners.
- Speak in a normal tone of voice. No shouting.
- Place trays in the designated areas. Discard trash in the proper receptacles.

Students who do not obey cafeteria rules will be issued consequences or may be prohibited from eating with their peers in the cafeteria. Free/reduced lunches are available to students from households that meet Federal Income Guidelines. Forms outlining this program are sent home with students at the start of every school year.

Elementary School Students: Students who forget to bring their lunch or lunch money may charge for **one day only**. The loan must be repaid **the next school day**. Children are not permitted to charge if they already have an unpaid lunch charge. Pupils may not charge for snacks or ice cream. Report cards will be withheld if lunch charges are not paid.

## **MEDICATION**

If possible, medications should not be given during school hours – medications should be administered at home, either before or after school hours. However, in those instances where medication must be administered during school hours, the following rules will apply.

**Non-prescription medication** will be dispensed to students in the health room by the school nurse only if it is accompanied by a note from the parent or guardian. The medication must be in the original labeled package. All non-prescription medicine will be dispensed according to the recommended dosage on the package. Over the counter medication will only be dispensed by the school nurse for a 5-day period. **Prescription medication** will be dispensed to students in the health room by the school nurse only if it is accompanied by a note from the health care provider and a note from the parent or guardian. The prescription medication must be in the original pharmacy bottle with a label that includes the student's name, physician's name, date, drug name, dose and directions for use.

Students possessing or using prescription or non-prescription medication outside the health room may be in violation of DASD's Drug Awareness Policy and may be subject to discipline and police intervention.

## **PASSES**

To maintain the best possible atmosphere in the school, unnecessary hall traffic must be kept to an absolute minimum. If students need to be in the hallway during class time, they must secure a signed pass from a classroom teacher or administrator. Students using a hall pass should report directly to the destination written on the pass. When traveling in the hallway during class time, students should expect teachers and/or administrators to ask to see a signed pass.

## **PLAYGROUND RULES**

These general rules apply to any school that has playground areas and equipment available for student use.

- **Stay off equipment if it is wet**
- Do not jump off the equipment – use the stairs and ladders
- Do not touch moving children or equipment
- Leave the mulch on the ground
- Use the equipment as it was intended to be used
- Use only appropriate language
- No running, chasing or tagging on the equipment
- Look before sliding down the fire pole
- Keep balls out of the equipment area
- Wait for people to finish before starting out on monkey bars, slides, balance beam, etc.
- Stay in line and wait your turn patiently at the equipment
- Do not play tag on the equipment and mulched area
- Go down slides feet first, on bottoms and no climbing up the slides
- Do only chin ups on the bars
- Monkey bars are for hanging, not climbing

Rough play is not permitted – no tackle football, wrestling, snowball throwing or “pretend fighting”. No student may leave the play area or cafeteria without permission from an aide or teacher. Any disrespect involving an aide or teacher will not be tolerated. Students must line up immediately when signaled. Students who violate these rules will sit out of recess and may face additional consequences at the duty teacher's discretion.

**The school and DASD are not responsible for children who are on the school playgrounds on school days before 8:30 a.m. (elementary schools) or on days when school is not in session, or who return to the playground after school hours.**

## **POSTERS & SIGNS**

Posters, signs, and banners related to school-sponsored activities are not to be placed around the building without first receiving permission from an administrator. Posters, signs and banners should not be posted on the glass doors restricting vision and creating a safety hazard.

Generally, DASD does not support or advertise any non-school related organizations or events. Students wishing to post information about activities or events unrelated to DASD or school must comply with the policy regarding distribution of such items, which can be found in the **STUDENT EXPRESSION** Policy.

## **RECESS (Elementary)**

A 15-minute period of recess is scheduled each day for students in grades 1-5. During recess, students enjoy a period of supervised free play. Recess provides an opportunity for youngsters to relax and socialize with their friends. Classes participate in the daily recess period according to the specific grade level schedule. Recess is supervised by a member of the teaching and or support staff.

Students may be excluded from recess for incomplete homework, incomplete assignments or disciplinary infractions. Students who are assigned recess detention are supervised by the classroom teacher.

## **SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles in certain circumstances and may seize any illegal or unauthorized materials discovered during the search.

*Personal Searches* – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Strip searches of students by DASD personnel are prohibited.

*Locker, Desk or Cubbie Searches* – All lockers, desks and cubbies (collectively referred to as “locker”) are and shall remain the property of DASD, and students shall not have an expectation of privacy in these locations. Employees may inspect a student’s locker at any time for the purpose of determining whether it is being improperly used for the storage of contraband, illegally possessed substances or objects, or any material that poses a hazard to the safety and order of the schools. Except in an emergency situation, reasonable steps shall be taken to ensure that the student whose locker is to be searched is notified and given an opportunity to be present during the search. However, the student’s consent and/or the student’s presence is not required for the search. Whenever the search of a student’s locker is prompted by the reasonable suspicion that the contents of the locker create an emergency, the building Principal may open

the locker as soon as it is necessary to do so to discharge his/her duty to protect the persons and property in the school. The building Principal or his/her designee has sole authority to order the search, shall be present whenever a student locker is inspected, shall be responsible for the safe-keeping and handling of any substance, object or material found to be improperly stored in a student's locker, and for the prompt written recording of each locker inspection, including the reason for the search, persons present, items found and their disposition. If a locker search request is made by a law enforcement officer, the building Principal shall comply with the request only upon presentation of a search warrant or upon the intelligent and voluntary consent of the student.

*Motor Vehicle Searches* – Students are permitted to park on school premises as a matter of privilege, not of right. DASD may conduct patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

*Computer and Home Folder* – Computers and home folders are school property and remain at all times under the control of the school. Students have no expectation of privacy while using the network. Periodic general inspections of computers and home folders may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided above will be considered grounds for disciplinary action. Any illegal or contraband materials shall be turned over by the building Principal or his/her designee to the proper legal authorities for ultimate disposal.

## **STUDENT DISCIPLINE**

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of DASD, to provide just punishment, to afford adequate defense to future violations, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the Board for resolution, the determination of the level of discipline shall be made solely by the appropriate administrators and/or staff, taking into consideration the aforesaid purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant. Race, sex, national origin, creed, and socio-economic status of the student shall not be considered in determining discipline. In the case of an exceptional student, the administration, or the Board, as applicable, shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

The Board prohibits the use of corporal punishment. However, reasonable force may be used by teachers, administrators and other school authorities under the following conditions: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for self-defense; or (4) for protection of persons or property.

## **Disciplinary Responses**

Discipline occurs at four (4) points, each representing an escalation in the seriousness of the offense or violation. These points are:

- Classroom or Team Intervention
- Building Administrative Intervention
- District Administrative Intervention
- Board Intervention (Board Hearing)

In addition, the police or Student Resource Officer may be contacted depending upon the nature and seriousness of the offense or violation.

When students elect to disregard their responsibilities or to impinge upon the rights of others within the school community, corrective measures are in order. Three (3) levels of discipline are used: Consequence, Detention, and Exclusion.

### **Level 1: Consequence**

A consequence is the natural or logical result of breaking a classroom or school rule. Teacher-led disciplinary actions are most frequently of a consequential nature. However, administrators or the Board may also impose consequences on a referred student. Consequences can include, but are not limited to: warnings, teacher/student discussion, time-out and/or isolation from other students, parent/teacher call or conference, or loss of student privilege (recess, activity, etc.).

### **Level 2: Detention**

Detention is a disciplinary measure of the seizure of a student's personal time as restitution for misconduct.

2.1 Teacher Detention: With the administrator's approval, teachers may impose and conduct after-school detentions for classroom academic and social misbehaviors.

2.2 Detention Hall: Each secondary school maintains a Detention Hall for disciplinary actions handled by administrators.

### **Level 3: Exclusion**

Exclusion represents the most severe disciplinary action of the district. Exclusion removes the student from the classroom and revokes all of his or her social privileges during the period of the exclusion. Exclusion from school may take the form of in-school suspension, out-of-school suspension, or expulsion. DASD administrators and the Board have the right to impose and use any combination of school exclusions necessary to address the misconduct. Students have the responsibility to complete work missed during their exclusion.

3.1 In-School Suspension (ISS). In-school suspension is the removal of a student from his/her scheduled classes and placement in a supervised study area for up to the full school day. In-school suspensions may be imposed by the building principal, other administrators in charge of the building, members of the central administration or the Board. No student may be suspended until the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. The parent or guardian of the student shall be informed of the action taken by the school. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the Director of Secondary Education or the Director of Elementary Education, as applicable, shall be offered to the student and the student's parent or guardian prior to the eleventh (11<sup>th</sup>) school day. The informal hearing shall follow the due process requirements set forth in 3.2.

Guidelines for in-school suspension are given to each student at the time of his/her exclusion. Students are required to complete assigned schoolwork from their individual teachers during their in-school suspensions of one (1) to 10 days. Students suspended in excess of 10 days have five (5) additional school days to complete their performance-based classroom work assigned during their suspension period. All other work is due upon the student's return to class. Students may not participate in any school activity during their in-school suspension. Students attending in-school suspension are recorded as present for the school day; absences are not credited to suspended days. All in-school suspension time must be completed prior to a return to the classroom.

3.2 Out-of-School Suspension (OSS): 10 days or less. Out-of-school suspension is removal of a student from school for a period of 1 to 10 consecutive school days. The building Principal, other administrators in charge of the building, members of the central administration or the Board may assign OSS to a student. No student may be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond prior to the time the suspension becomes effective. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. When the out-of-school suspension exceeds 3 school days, the student and the student's parent or guardian will be given the opportunity for an informal hearing with the building Principal within the first five (5) days of the suspension. Delay of the informal hearing shall not operate to delay return to school. The following due process requirements are to be observed in regard to the informal hearing: (a) notification of the reasons for the suspension shall be given in writing to the parent(s)/guardian and to the student; (b) sufficient notice of the time and place of the informal hearing shall be given; (c) the student has the right to question any witnesses present at the hearing; (d) the student has the right to speak and produce witnesses on his/her own behalf.

During out-of-school suspension, a student is placed into the custody of his/her parent(s) or guardians(s) during the hours of the regular school day. Guidelines for out-of-school suspension are given to each student at the time of his/her exclusion. During this time, the student is not permitted to attend any school functions, to be on school grounds, or to participate in any school activities. A student is expected to make up all missed school work during his/her exclusion within three (3) days of his/her return to school.

3.3 Long Term Expulsion (EXP): Exceeding 10 days. Expulsion is exclusion out-of-school by the Board for a period exceeding 10 school days, and may be permanent expulsion from the school district. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board, and upon action taken by a majority vote of the Board after the hearing.

The following due process requirements shall be observed with regard to the formal hearing. The parents or guardians of a student subject to expulsion shall receive notification of the charges against the student by certified mail. At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy contained herein and the hearing procedures shall be included with the hearing notice, along with notification that legal counsel may represent the student at the hearing. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. If the student requests that the hearing be rescheduled, this request must be in writing to DASD's Superintendent and must include the reason for the request. The hearing shall be held in private unless the student or student's parent or guardian requests a public hearing. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined. The student has the right to testify and present witnesses on his own behalf. The hearing will be recorded, and the student is entitled to, at his or her expense, a copy of the transcript. A copy shall be provided at no cost to a student who is indigent.

The formal hearing shall be held within 15 school days of the date of the notification of charges, unless another date is mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible: (i) laboratory reports are needed from law enforcement agencies; (ii) evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act, 20 U.S.C.A. §§ 1400 *et seq.* ("IDEA"); or (iii) in cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim. If, after the formal hearing, the student is expelled by the Board, the Superintendent shall provide the student with the Board's expulsion decision and notice of the student's right to appeal the results of the hearing.

During the period between the end of the student's suspension and the hearing and decision of the Board, the student shall be placed in his normal class; except, if it is determined after an informal hearing that the student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Any student under 17 years of age who is expelled has forfeited his or her right to an education in the schools of DASD, but has not been excused from compliance with compulsory attendance

statutes. Parents or guardians of expelled students under 17 years of age shall provide the expelled students with an education, through placement in another school, tutorial, correspondence study or another educational program approved by the Superintendent. Within 30 days of the date of expulsion, parents or guardians of expelled students under 17 years of age shall submit to the Superintendent written evidence that the required education is being provided to the student or a written letter indicating that they are unable to provide the required education. If the parents or guardians are unable to provide the required education, DASD shall then make provisions for the student's education within 10 days of receipt of the parents' or guardians' notification. If the parents fail to provide or continue provide the approved educational program, DASD may take action in accordance with 42 Pa.C.S. Chapter 63 to ensure that the child will receive a proper education. A student with a disability shall be provided educational services as required by IDEA

**The following provisions are merely guidelines for disciplinary action, and are not intended to be all-inclusive. Other disciplinary responses for violations can be found throughout this Code of Student Conduct. The severity and frequency of the offense(s), combination of offenses, repetitious nature of the offense, as well as the age and maturity of the student, dictate and/or influence the administrator's choice of disciplinary action. The administrators of DASD's schools shall exercise discretion in making judgments regarding specific behavioral problems not addressed in the Code, unless prohibited by applicable law. Disciplinary actions may be used independently or in combination. When appropriate or required by law, local law enforcement authorities, the State Police, the Chester County District Attorney, the Chester County Department of Children, Youth, and Family Services and/or another appropriate agency will be notified.**

### **TYPES OF DISCIPLINARY OFFENSES**

#### **OFFENSE**

##### Attendance Offenses:

Unexcused absences or tardiness to school may subject a student to discipline.

Fines can be levied against parent, guardians or other persons having control of a student, and they can be required to complete a parenting program or up to 6 months of community service to the District for violations of Pennsylvania's compulsory attendance laws. 24 P.S. § 1333.

If a parent, guardian or other person having control of a student shows that they took every reasonable step to assure attendance for a student over 13 years of age, the student can be fined \$300, be adjudicated delinquent and/or lose driving

#### **DISCIPLINARY ACTION**

Level 1: Consequence  
 Level 2: Detention  
 Level 3: Exclusion  
 3.1: 1-3 Days ISS

Court referral

- Parental fine
- Parent program
- Community service

Court referral

- Student fine
- Loss of driving privileges

privileges for 90 days to 6 months. If they show that they took every reasonable step to assure attendance for a student under 13 years of age, the student can be referred to delinquency proceedings.

- Adjudication

Admission Offenses:

Prior to admission to a District school, the parent, guardian or other person having control of a student shall provide a sworn statement or affirmation stating whether the student was previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs, of or the willful inflection of injury to another person, or for any act of violence committed on school property. Any willful false statement made to DASD officials in the sworn statement or affirmation shall be a misdemeanor of the third degree.

Court Referral

- Misdemeanor charge for parent, guardian or other person having control of the student

Intolerance:

Students are expected to demonstrate respect for all members and guests of the DASD community. Any student exhibiting behavior through actions, language or symbols, which is prejudicial or discriminatory against individuals by reason of their race, color, religious creed, ancestry, handicap, disability, sex, sexual orientation or national origin will be disciplined.

- Level 1: Consequence
- Level 2: Detention
- Level 3: Exclusion
  - 3.1: 1-10 Days ISS
  - 3.2: 1-10 Days OSS

Electronic and Communication Devices and Nuisance Items:

Beepers are prohibited in public schools by law. Other devices that interfere with the educational process are prohibited, including, but not limited to: cellular telephones, I-Pods, MP-3 Players, radios, Walkman radios, video games, CD players, remote controls, laser pointers, skate boards, roller blades, water guns etc. Such items may be confiscated until retrieved by a parent or by the student at the end of the school year. If an item is confiscated more than once, it may be kept for a period of up to 90 days.

- Level 1: Consequence
- Level 2: Detention

Inappropriate Behavior or Language:

Students are expected to make responsible choices in their use of language and in their choice of behavior through the school day, on school-provided transportation and during after-school activities. Any student who interferes with the orderly operation of the classroom or school violates this Code of Student Conduct. Inappropriate behavior can include cheating.

- Level 1: Consequence
- Level 2: Detention
- Level 3: Exclusion

Bus Violations:

Students who violate the **BUS RULES AND REGULATIONS** may be subject to the following sanctions: Level 1: Consequence  
parental notification, temporary or permanent removal of bus Level 2: Detention  
privileges and/or discipline. Level 3: Exclusion

Inappropriate Dress or Grooming:

DASD will not interfere with the right of students and their Level 1: Consequence  
parents to make decisions regarding the student's appearance, Level 2: Detention  
except when student dress and/or grooming practices present a hazard to the health or safety of the student or to others in the school, interfere with school work, create disorder, disrupt the educational program, or cause excessive wear or damage to school property. Apparel and accessories must be appropriate to the time and place, such that a student's total appearance does not result in any degrading or distracting consequences, which interfere with the educational process within the school environment. Clothing or accessories that promote drugs, alcohol or tobacco products are prohibited.

Heavy coats/jackets, bandannas and hats should not be worn in school, unless expressly permitted by a teacher or administrator. Dirty, faded or torn clothing is prohibited. Hair must be clean and neat. Shirts, blouses, sweaters, pants, skirts or shorts permitting extreme exposure are prohibited. For example, sleeveless undershirts, transparent blouses, and midriff shirts are not acceptable and are prohibited. Some form of foot covering with a sole must be worn.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations where special attire may be required to insure the health or safety of the student. Teachers and/or administrators, in their discretion, may also impose special dress codes appropriate for the occasion for field trips, field days, dances or similar events.

Intended Deception:

Any student who brings food or other products that look like Level 1: Consequence  
drug or tobacco products, but are not, to school and displays such items is considered to be disrupting the learning environment, and is subject to discipline. Such items will be confiscated.

Damage to or Inappropriate Use of Technology:

The use of technology is a privilege. Inappropriate use of Level 1: Consequence

technology or damage to technology equipment and materials will subject a student to discipline and/or the payment of restitution. Inappropriate use includes, but is not limited to:

- Using abusive language in one's work or messages
- Accessing school or others' personal information without documented permission
- Accessing and/or distributing threatening, illegal or obscene material
- Accessing and claiming another's work or copyrighted material as one's own work

Level 2: Detention  
Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention  
Court Referral  
Payment of Restitution

Damage to Property:

Students are prohibited from damaging school property or another's personal property. Students who willfully damage school property or personal property belonging to another shall be subject to discipline, payment of restitution, and/or prosecution under applicable law. Parents or guardians of students who willfully damage property will be held accountable for the student's actions which could include, in addition to restitution, an additional cost for any reward money offered.

Level 1: Consequence  
Level 2: Detention  
Level 3: Exclusion  
3.1 1-10 Days ISS  
3.2 1-10 Days OSS  
3.3 Expulsion  
Police Intervention  
Court Referral  
Payment of Restitution

Leaving School Property Without Permission (Secondary)

1<sup>st</sup> Time: 2 detentions  
2<sup>nd</sup> Time: 3 detentions and loss of parking privileges  
3<sup>rd</sup> Time: 3 Days ISS, loss of parking privileges for remainder of school year and conference with student, parent/guardian and the building principal.  
4<sup>th</sup> Time: 5 Days ISS and conference with the Director of Secondary Education  
Additional infractions may result in a board disciplinary hearing

See to the left.

Cutting Class or Cutting Teacher-Issued Detention:

1<sup>st</sup> Time: 1 detention  
2<sup>nd</sup> Time: 2 detentions, loss of parking privilege-  
3<sup>rd</sup> Time: 3 days of ISS, loss of parking privilege for remainder of school year and conference with student, parent/guardian and the building Principal.  
4<sup>th</sup> Time: 5 Days ISS and conference with the appropriate Director of Education.  
Additional infractions may result in a board disciplinary hearing.

See to the left.

Cutting School:

1<sup>st</sup> Time: 2 detentions

See to the left.

2<sup>nd</sup> Time: 3 Days ISS and loss of parking privilege  
3<sup>rd</sup> Time: 3 days OSS, loss of parking privilege for remainder of school year and conference with student, parent/guardian and the building principal.  
4<sup>th</sup> Time: 5 Days OSS and conference with the appropriate Director of Education  
Additional infractions may result in a board disciplinary hearing.

Late to Class (per semester):

See to the left.

1-3 lates: Warning/recorded on student's record  
4-6 lates: 1 detention  
7-9 lates: 2 detentions  
10-12 lates: 1 Day ISS  
13-15 lates: 2 Days ISS and parent meeting with principal  
16-20 lates: 1 Day OSS, conference with student, parent/guardian and appropriate Director of Education

Late to School (per semester):

See to the left.

1-3 lates: Warning/recorded on student's record  
4-6 lates: 1 detention  
7-9 lates: 2 detentions, loss of parking privilege and parent meeting with Principal  
10-12 lates: 3 Days ISS, loss of parking privilege for remainder of school year and conference with student, parent/guardian and appropriate Director of Education  
13+ lates: Recommend Disciplinary Hearing

Cutting Detention: (High School)

See to the left.

1<sup>st</sup> Time: Outstanding detention and 3 Days ISS  
2<sup>nd</sup> Time: Outstanding detention, 5 days ISS and parent meeting with Principal  
3<sup>rd</sup> Time: Outstanding detention and conference with student, parent/guardian and appropriate Director of Education  
4<sup>th</sup> Time: Recommend Disciplinary hearing

Defiance of Authority:

Students who defy and/or refuse to follow a reasonable directive of a teacher, administrator or school district employee acting within the scope of his/her authority is considered insubordinate and in defiance of authority.

Level 2: Detention  
Level 3: Exclusion  
3.1: 1-3 Days ISS

Endangering the Health, Safety or Welfare of Others:

Students are prohibited from endangering the health, safety or welfare of others. Students are a danger to the health, safety or welfare of the school community when they commit certain

Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS

actions, including, but not limited to, the following:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another;
- Negligently causing bodily injury to another with a deadly weapon;
- Attempting by physical menace to put another in fear of imminent serious bodily injury;
- Possessing a weapon (as defined herein); or
- Knowingly causing a false alarm of fire or other emergency to be initiated.

3.3: Expulsion  
Police Intervention  
Court Referral

Any objects, weapons or equipment that, in the judgment of administrators, may endanger the health, safety or welfare of any member of the school community may be confiscated.

Operation of Motor Vehicles:

Any student who violates the **DRIVING AND PARKING POLICY** of DASD, who disregards the parking regulations of DASD or on DASD property, or who unsafely operates a motor vehicle, bicycle, motorcycle or mini-bike on school grounds is subject to disciplinary action.

Level 1: Consequence

- Fine
  - 1<sup>st</sup>: \$25.00
  - 2<sup>nd</sup>: \$50.00
- Towing of Vehicle
- Loss of Driving/Parking Privilege

The offenses that will result in the incurrance of a fine include, but are not limited to:

- Not obeying traffic signs
- Traveling the wrong way on marked roadways
- Parking without a school permit
- Stopping/driving/parking on school sports fields, parking in faculty areas, or parking in such a way as to prevent free movement of cars or buses
- Disregarding parking regulations
- Parking in a handicapped space
- Parking in such a manner as to take up more than one parking space
- Operating the vehicle in careless disregard for the safety of persons or property

Level 2: Detention

Level 3: Exclusion

Police Intervention

Parking tickets issued by DASD must be paid within 2 weeks (14 calendar days) of the date of issuance. Tickets that are not paid or resolved within this time period will be forwarded to the District Justice as a Pennsylvania Vehicle Code citation and collected by the appropriate courts.

Assault:

*Verbal Assault:* Students are prohibited from verbally assaulting another student, DASD employee or visitor.

Level 3: Exclusion

3.2: 1-10 Days OSS

Verbal assaults are verbal conduct causing immediate and/or future personal harm to another, threats or offensive actions or words. 3.3: Expulsion  
Police Intervention

*Physical Assault:* Students are prohibited from physically assaulting another student, DASD employee or visitor. Level 3: Exclusion  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention

Any offense defined as “Assault” under the Pennsylvania Crimes Code is considered a violation of the Code of Student Conduct. Court Referral

Terroristic Threats/Acts:

Students who violate the **TERRORISTIC THREATS OR ACTS** policy will be disciplined. Level 3: Exclusion  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention

Commission of Crimes and Offenses of the Commonwealth:

Any student who participates in or who is involved in any act or offense which may result in criminal liability under any provision of the Pennsylvania Crimes Code is in violation of the Code of Student Conduct. Such crimes may include, but are not limited to: assaults, weapon possession, burglary, theft, robbery, motor vehicle theft, trespassing, obstructing a public thoroughfare, vandalism, rape, homicide, arson, fraud, forgery, driving under the influence and drunkenness. Level 3: Exclusion  
3.2: 10 Days OSS  
3.3: Expulsion  
Police Intervention  
Court Referral

Students are required to respect the property of homeowners adjacent to the school area. Any student who enters private property adjacent to the schools may be subject to prosecution for trespassing and subject to discipline. Students who loiter on school grounds or on public thoroughfares adjacent to the school area may be subject to prosecution for obstructing a public thoroughfare and subject to discipline. Level 2: Detention  
Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention  
Court Referral

Fighting:

Students are prohibited from fighting in school, at school-sponsored activities or on school grounds. Fighting occurs when two (2) or more students are mutually throwing punches or wrestling with each other. In addition, failure to stop fighting, upon the direction of a staff member to do so, may result in additional consequences. Level 3: Exclusion  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention

Forgery or Intentional Misrepresentation:

Students are prohibited from engaging in forgery or making intentional misrepresentations. Forgery includes, but is not limited to, imitating the signature or verbal permission of any school staff member, parent, guardian, sibling, adult or peer to falsify records, excuses, passes, schedules or examinations, regardless of whether they are paper-based or technology-based.

Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention  
Court Referral

Plagiarism:

Students are prohibited from plagiarizing. Plagiarism is intentionally copying or imitating the language, ideas, thoughts, or work of another individual and presenting them as one's own original work.

Level 1: Consequence  
Level 2: Detention  
Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS

Harassment:

Students are prohibited from engaging in harassment, as defined in the Code (see **UNLAWFUL HARASSMENT**). A substantiated charge of harassment and/or retaliation will result in disciplinary action.

Level 1: Consequence  
Level 2: Detention  
Level 3: Exclusion

Profanity:

Students are prohibited from using profane language or making obscene gestures to anyone in or about the school.

Level 2: Detention  
Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
Court Referral

Sexual Misconduct:

Students are prohibited from engaging in any sexual conduct, including, but not limited to, indecent contact and/or sexual intercourse as defined by Section 3101 of the Pennsylvania Crimes Code, on school property or at school-sponsored activities.

Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
3.3: Expulsion  
Police Intervention

Tobacco Use:

Students are prohibited from using or possessing tobacco while on school property or on buses, vans and vehicles that are owned, leased or controlled by DASD. “Tobacco” includes a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form (snuff, chewing tobacco, etc.). All staff members, parents and other visitors are expected to adhere to this policy.

1<sup>st</sup> Offense: 5 Days ISS & Fine  
2<sup>nd</sup> Offense: 10 Days ISS & Fine  
Persistent Offenses: 5-10 Days OSS & Fine  
Court Referral

DASD may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. A student convicted of possession or using tobacco in violation of this policy shall be fined up to \$50 plus court costs and/or admitted to alternative adjudication.

Theft:

Any student involved in theft of personal property while on school property or theft of DASD property will be discipline and may be referred to local law enforcement authorities. Restitution will be required.

Level 1: Consequence  
Level 2: Detention  
Level 3: Exclusion  
3.1: 1-10 Days ISS  
3.2: 1-10 Days OSS  
3.3 Expulsion  
Police Intervention  
Court Referral

Drug and Alcohol Violations:

Any violation of DASD’s Drug Awareness Policy No. 227 is a violation of the Code. Policy No. 227 has been reprinted herein.

Level 3: Exclusion  
3.1: 5-10 Days ISS  
3.2: 5-10 Days OSS  
3.3: Expulsion  
Police Intervention  
Court Referral

Weapons:

Students who violate DASD’s **WEAPONS** policy shall be expelled by the Board following a hearing for a period of not less than 1 year. However, this is not a zero tolerance policy and the Superintendent has discretion to recommend modifications of this expulsion requirement on a case-by-case basis. In addition, in the case of a disabled student, DASD shall comply with applicable law in considering discipline.

Level 3: Exclusion  
3.3: Expulsion  
Police Intervention  
Court Referral

**STUDENT EXPRESSION**

Students have the right to express themselves in verbal, written or symbolic representation or communication. Student expression that occurs while on school property during school hours or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected student expression as defined in this policy, and provided that the off-campus or after hours expression does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions.

*Unprotected student expression.* Certain manifestations of student expression are not protected by the right of free expression. Such unprotected student expression includes, but is not limited to, that which:

- Libels, slanders or defames any specific person or persons;
- Violates the legal rights of any individual;
- Constitutes unlawful sexual or racial harassment, unlawful racial intimidation, unlawful ethnic intimidation, unlawful intimidation based on nationality or any other legally protected characteristic;
- Violates, or encourages the violation of, laws or school board policies;
- Advertises, promotes or announces tobacco products, alcoholic beverages or any other product or service not permitted to minors by law, or the use thereof;
- Advertises, promotes or announces commercial products or services;
- Is obscene, vulgar, indecent or pornographic;
- Incites violence or advocates the use of force;
- Threatens immediate harm to the welfare of the school community or to any individual;
- Is likely to or materially or substantially interferes with school activities, school work, the education process, or discipline and order of the schools. Examples of “material or substantial interference” include, but are not limited to, causing a student to be late to an activity, shortening the time of an activity, diverting the attention of a teacher or other school official from an activity, causing misbehavior, or causing disregard for legal obligations;
- Solicits funds for non-school organizations or institutions when such solicitations have not been expressly approved by the school board at a public meeting as documented in the minutes of the school board.
- Violates DASD’s written procedures on time, place and manner for the distribution of otherwise protected expression

Students who engage in unprotected expression may be disciplined.

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

*Non-school materials* are any printed or written materials meant for general distribution to others or for posting which are not prepared as part of the curricular or extracurricular program of DASD. This includes, but is not limited to, such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, or personal web sites. *Non-school materials* do not include school newspapers, school magazines, school yearbooks, other material funded by,

sponsored by or authorized by the school, or any activity that is school or curriculum related and that is directed by a school official or teacher.

Students who wish to distribute *non-school materials* at school or on school grounds must first submit the materials to the building Principal or his/her designee at least one (1) day in advance of the desired distribution date. Said material may only be distributed on the information table in the lobby of the school attended by the student, which has been designated for that purpose. The building Principal will determine whether there is space on the information table and whether the material contains unprotected student expression. If the material is prohibited under this policy, the building Principal will notify the student that he/she may not post or distribute the materials. If there is insufficient space on the designated table for all material, announcements shall be allowed on the table by the building Principal on a first come, first serve basis. If space on the table is not available, no announcements may be left at or with the school. Appeal of the decision of the building Principal or his/her designee may be made to the Superintendent and, if denied, to the Board. Any student who violates the distribution policy regarding *non-school materials* may be subject to discipline.

Announcements by any individual group, entity or person may not take up more than 10% of the total space on the designated table. Students may leave no more than 100 copies of the material on the table. No documents other than such announcements shall be left on the table. No food or items other than paper materials (such as “giveaways” or promotional mementos, things or devices of any nature) may be left on the table. The school district will remove any material left under any of the following conditions: (1) the material has been on the desk for more than 30 days; (2) the date of the event or services has past; or (3) the material is prohibited as set forth in this policy.

A student permitted to leave any such announcement must provide his/her name, address, and telephone number to the building Principal or his/her designee. A specimen copy of any announcement placed on the table, together with the student’s name, address and telephone number, will be maintained by the building Principal or his/her designee for a period of not less than 1 year.

DASD, its agents, employees and officials shall not be liable or responsible for the safekeeping of any material left on the information table. In executing this policy, DASD will comply with all applicable legal and constitutional standards. All words and phrases contained in these rules are intended to be defined in accordance with applicable legal and constitutional standards.

## **TERRORISTIC THREATS OR ACTS**

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, visitor or school building.

A *terroristic threat* is: (1) a threat to commit any crime of violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of the public and district transportation or with the intent to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience; (2) the intentional

communication, without factual basis or knowledge, of the existence or potential existence of a weapon of mass destruction; or (3) the intentional threat to place or set a weapon of mass destruction. A *terroristic act* is an offense against property or involving danger to another person. To *communicate* means to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex or similar transaction. A *weapon of mass destruction* is a bomb, biological agent, chemical agent or nuclear agent as those terms are defined by 18 Pa.C.S. § 2715.

Students must inform the building Principal about any information or knowledge relevant to a possible or actual terroristic threat or act.

If a student is not permanently expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches for up to 2 calendar years from the date of his/her return.

## **UNLAWFUL HARASSMENT**

Harassment in any form is not tolerated by DASD. Each student is responsible for respecting the rights of their fellow students and to ensure a school atmosphere free from all forms of harassment.

The term “harassment” includes but is not limited to slurs, jokes, verbal taunting or other graphic verbal or physical conduct relating to an individual’s race, color, religious, ancestry, sex, national origin, age or handicap/disability. Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment. Sexual harassment includes, but is not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words describing an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If such behavior continues, the student should follow DASD’s complaint procedure.

### Complaint Procedure

- Students who believe they have been victims of harassment or who have witnessed harassment should promptly report such incidents to a counselor or appropriate building Principal, who shall inform the student of his/her rights and the complaint process.
- If a counselor or other staff member receives a complaint of harassment, they should immediately report that complaint to the building Principal.
- The building Principal shall immediately notify the Superintendent or his/her designee and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

- In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
- The building principal will prepare a written report summarizing his/her investigation and recommending a disposition of the complaint. Copies of this report will be provided to the person making the complaint, the accused, the Superintendent and others directly involved, as appropriate.
- If the investigation substantiates a charge of harassment, DASD shall take prompt corrective action to ensure that the harassment ceases, including but not limited to disciplinary action, educational activities and/or counseling services.
- If the investigation concludes that a student made false accusations of harassment, the student may be subject to disciplinary action.

### Appeal Procedure

If the student complaining of or student accused of the unlawful harassment is dissatisfied with the building Principal's decision, the student and/or his/her parents/guardians may file a written appeal with the Director of Elementary Education or Director of Secondary Education, as the case may be. The appropriate Director shall review the initial investigation and report and may also conduct an additional investigation, and shall prepare a written response to the appeal. Copies of this report will be provided to the person making the complaint, the accused, the Superintendent and others directly involved, as appropriate.

No reprisals or retaliation shall occur as a result of a good faith charge of harassment.

### **WEAPONS**

Students shall not possess or bring weapons or replicas of weapons into school buildings, onto DASD property, to any school-sponsored activity, or onto any public conveyance providing transportation to school or to a school-sponsored activity.

A "weapon" is defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle; any look-alike knife, shotgun, rifle or gun; and/or any other tool, instrument or implement capable of inflicting serious bodily injury. This includes, by way of example and not limitation, pocketknives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon.

A student is in "possession" of a weapon when the weapon is found on the person of the student, in the student's locker, desk, backpack, or in the student's vehicle and the weapon is under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school-sponsored activity held away from the school, on any conveyance providing transportation to a school or school-sponsored activity, or while the student is on his/her way to or from school.

If a student violates this policy, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Superintendent has discretion to recommend

modifications of this expulsion requirement on a case-by-case basis, and, in the case of a disabled student, shall comply with applicable law. If a student is expelled, DASD may make an alternative assignment or provide alternative educational services during the period of expulsion.

Should a classroom project or demonstration involve a need to bring an item that could be classified as a weapon to school, the student is required to obtain written permission from the classroom teacher who will notify the building Principal of the need.

## ACCEPTANCE OF CODE OF STUDENT CONDUCT

We, \_\_\_\_\_ and \_\_\_\_\_ have reviewed  
(student's name) (parent/guardian's name)  
the Code of Student Conduct of the Downingtown Area School District. We acknowledge and understand that violation of the rules contained in the Code of Student Conduct may result in discipline, including but not limited to, suspension or expulsion from school. We further acknowledge and understand that participation in co-curricular activities is a privilege that may be suspended or revoked if the student violates the rules governing participation in co-curricular activities set forth in the Code of Student Conduct, either on and off school premises.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Student