

**EAST PENN
SCHOOL DISTRICT**

**EMMAUS HIGH
SCHOOL
DISCIPLINE CODE**

**Including
DRUGS AND ALCOHOL, WEAPONS, SMOKING
AND /OR TOBACCO USE, LIBRARY, DRESS CODE
& UNAUTHORIZED GROUPS,
HARASSMENT/BULLYING/HAZING, AND
PERSONAL COMMUNICATION DEVICES POLICIES**

Please note: These format changes/modifications are a result of the alignment to the Pennsylvania Information Management System (PIMS) code, EPSD Incident Codes and the collaboration of the Jefferson Committee chairperson, our high school discipline committee, and the continuous efforts for consistency among our administrative team. Together we believe it is our responsibility as a school community to instill a sense of ownership on the part of the students regarding their actions and provide the students with a model in which to allow them to make progress to change inappropriate behaviors.

As a result, the code has been organized in accordance to the EPSD Incident Codes and PIMS codes. The language of infractions is representative of description of the EPSD Incident Codes. It is our hope that this formatting and alignment will make the EHS Discipline Code a more reader friendly and efficient document. Users of this document will find information quickly and better defined. All changes from current discipline code are italicized with a rationale.

**EMMAUS HIGH SCHOOL
500 Macungie Avenue
Emmaus, PA 18049-2296
(610) 965-1650**

EMMAUS HIGH SCHOOL DISCIPLINE CODE

After School Detention
Out-of-School Suspension

ASD
OSS

Wednesday Extended Detention
Student Assistant Program

WED
SAP

LEVEL I – STUDENT’S MISBEHAVIOR THAT IMPEDES ORDERLY CLASSROOM PROCEDURES OR INTERFERES WITH THE ORDERLY OPERATION OF THE SCHOOL. THESE MISBEHAVIORS CAN USUALLY BE HANDLED BY THE INDIVIDUAL TEACHER WHEN APPROPRIATE, BUT SOMETIMES REQUIRE THE INTERVENTION OF THE SCHOOL ADMINISTRATOR. ADMINISTRATORS HAVE DISCRETION AT ALL TIMES WHEN APPLYING DISCIPLINE.

ATTENDANCE OFFENSES

108A LATE TO CLASS	
First – Third Late - Warning	Eleventh through Thirteenth Late – One WED
Fourth through Seventh Late – One ASD per occurrence	Fourteenth and Fifteenth Late – Two WEDs
Eighth through Tenth Late – Two ASD per occurrence	Additional Offenses – Administrative Discretion

108B LATE TO SCHOOL	
First – Third - Warning	Tenth – Fourteenth – One WED (#11 includes loss of late arrival / early dismissal + parking privileges for the remainder of the semester)
Fourth – Sixth Late – One ASD per occurrence	Fifteenth-Nineteenth- Two WED
Seventh – Ninth Late –2-4 ASD’s	Additional Offenses –See “Late-To-School Discipline Assignments” Appendix H

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
207	Truancy/Illegal Absence		After the third day of truancy a notice will be filed with the magistrate which may result in a fine of up to \$300.00, loss of driver’s license, etc.	One WED	Two WEDs	3 WEDs	1-3 OSS
218	Late-Fail to Check-In Failure to Sign Out Homeroom Cut	Failure to check in the Attendance Office when late to school or to check out when leaving school, &/or homeroom cut		1-2 ASD’s	One WED	One WED and Loss of Privileges	Administrative Discretion
232	Excessive Absence	After 20 late to schools OR 20 absences, whether excused or unexcused		School will require a physician’s note to cover all absences, including requests for early dismissals and late arrivals.			

SOCIAL OFFENSES

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
103	Inappropriate Attire	See Appendix A		Administrative Warning Conference and return to class when properly attired	One ASD and return to class when properly attired and phone call or letter to parent/guardian	Three ASDs and return to class when properly attired and phone call or letter to parent/guardian	Administrative Discretion
105	Lying	Withholding information		One WED	Two WED	One OSS	Administrative Discretion
217	Inappropriate Affection	Unacceptable display of affection		Administrative Warning Conference	Parent/guardian contact by phone or letter and one ASD	Parent /guardian conference with both sets of parents and two ASD	Administrative Discretion

MISCONDUCT

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
107	Misconduct			One to Two ASDs Depending on severity	Three ASDs	One WED	Two WEDs Note: next offense see Level III
111	Deliberate Littering			One ASD	Two ASD	One WED	Administrative Discretion
115	Cafeteria Misconduct		See 211 for repeated cafeteria misconduct	1-5 Days Cafeteria cleanup per offense and/or loss of cafeteria privilege	1-5 Days Cafeteria cleanup per offense and/or WED per administrative discretion and/or loss of cafeteria privilege	Next offense see Code 211	
118	Homeroom Misconduct			One to Two ASDs Depending on severity	Three ASDs	One WED	Two WEDs Note: next offense see Level III
119	Assembly Misconduct			One to Two ASDs Depending on severity	Three ASDs	One WED	Two WEDs Note: next offense see Level III
211	Repeated Cafeteria Misconduct			Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
219	Library Misconduct	SEE APPENDIX B					

PASS/PRIVILEGE VIOLATIONS

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
106	Pass Violation		Time on pass not to exceed six minutes	Warning	One ASD	Three ASDs	One WED and loss of pass privileges per administrative discretion

ELECTRONIC DEVICE VIOLATIONS

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
234B	Electronic Device (Not Cell Phone) *includes ear buds & iPods	Device is active or displayed between the hours of 7:23 AM and 2:25 PM	See Appendix G	One ASD	Three ASDs	One WED	Two WEDs
234A	Electronic Device	Cell phones or pagers active or displayed between 7:23 AM and 2:25 PM w/o teacher permission	See Appendix G	One WED, confiscation of phone, and a parent/guardian is required to retrieve the phone from the main office	Two WEDs, confiscation of phone, and a parent /guardian is required to retrieve the phone from the main office	One day OSS, confiscation of phone, and a parent/guardian is required to retrieve the phone from the main office	Two days OSS, confiscation of phone, and a parent/guardian is required to retrieve the phone from the main office

LEVEL II – INFRACTIONS THAT TEND TO DISRUPT THE LEARNING CLIMATE BECAUSE OF THEIR SERIOUSNESS. THESE INFRACTIONS REQUIRE THE INTERVENTION OF ADMINISTRATIVE PERSONNEL. INCLUDED IN THIS LEVEL ARE MISBEHAVIORS WHICH DO NOT REPRESENT A DIRECT THREAT TO THE HEALTH AND SAFETY OF OTHERS BUT WHOSE EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH TO REQUIRE CORRECTIVE ACTION. SOME OF THESE ACTIONS MAY REQUIRE A REFERRAL TO THE LEGAL AUTHORITIES. ADMINISTRATORS HAVE DISCRETION AT ALL TIMES WHEN APPLYING DISCIPLINE.

ATTENDANCE OFFENSES

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
204	Detention Cut			Two ASDs	Four ASDs	One WED	Two WEDs
205B	Class Cut	Class cut with supervision by a non-scheduled staff member		Loss of credit and one ASD or Administrative Discretion	Loss of credit and three ASDs or Administrative Discretion	Loss of credit and One WED	Administrative Discretion
223	WED Cut	Wednesday Extended Detention Cut		One OSS	Administrative Discretion	Administrative Discretion	Administrative Discretion
230	AEP Violation (ISS Violation)	Alternative Education Placement (ISS) Violation		OSS or Administrative Discretion	OSS or Administrative Discretion	OSS or Administrative Discretion	OSS or Administrative Discretion

VEHICULAR VIOLATIONS

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
109	Minor Bus Misconduct			Warning and parent/guardian notified	Parent/guardian notified. Bus privileges denied for 5 days	Administrative discretion	Administrative discretion
120	Repeated Rules Violation			Two WED	One OSS	Three OSS	Administrative discretion
220	Unauthorized Parking	Unregistered vehicle or parking on school property in an unauthorized area		One WED and/or ticket by police and/or tow vehicle	Two WED and/or ticket by police and/or tow vehicle	Administrative discretion and/or ticket by police and/or tow vehicle	Administrative discretion and/or ticket by police and/or tow vehicle
225	Reckless Driving			One WED and loss of driving and/or parking on premises for five school days	Two WEDs and loss of driving and/or parking on premises for the remainder of the academic year.	See Level III Reckless Endangering (11)	
226	Parking without a Permit	Parking on school property without a permit		One WED and/or ticket by police and/or tow vehicle	Two WED and/or ticket by police and/or tow vehicle	Administrative discretion and/or ticket by police and/or tow vehicle	Administrative discretion and ticket by police and/or tow vehicle

SMOKING

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
26	Possession, Use, or Sale of Tobacco		See Appendix C	One day OSS and referral to District Magistrate and SAP	Two days OSS and referral to District Magistrate and SAP	Three days OSS and referral to District Magistrate and SAP	Four days OSS and referral to District Magistrate and SAP
240	Possession, Use or Sale of Tobacco Paraphernalia	Includes Lighters, Vape Pens, Electronic Cigarettes and/or Look-A-Likes		One WED	Two WEDs	One OSS	Administrative Discretion

DISHONESTY

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
50	Theft	Unlawfully take or exercise control of movable property	Theft or burglary under \$100	One to three WEDs Referral to police per administrator discretion	Three days OSS Referral to police per administrator discretion	Four days OSS Referral to police per administrator discretion	Referral to superintendent
208	Forgery			Two WEDs Parent/guardian contact by administrator	One day of OSS Parent/guardian contact by administrator	Three days OSS Parent/guardian contact by administrator Deny participation in athletic and extra-curricular activities including student office position for school year	Referral to superintendent

210A	Cheating	Giving/requesting/obtaining information on tests, quizzes, projects		Two WEDs Loss of academic credit Parent/guardian contact by teacher	One day OSS Loss of academic credit Parent/guardian contact by teacher and administrator	Three days OSS Loss of academic credit Parent/guardian contact by teacher to guardian and administrator Deny participation in athletic and extra-curricular activities including student office position for school year	Referral to superintendent
210B	Plagiarism	See definition in student handbook		Loss of credit Two WEDs Loss of academic credit Parent/guardian contact by teacher	Loss of credit One day OSS Loss of academic credit Parent/guardian conference	Loss of credit Three days OSS Loss of academic credit Parent/guardian contact by teacher to guardian and administrator Deny participation in athletic and extra-curricular activities including student office position for school year	Referral to superintendent

GENERAL MISBEHAVIOR

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
46	Minor Altercation			Two WEDs	1-3 days of OSS	5 days of OSS	Administrative discretion
101	Insubordination			One WED	Two WEDs	One to three days OSS	Administrative Discretion
104	Abusive/ Obscene Profanity	Abuse/ Obscene/ Profanity/Foul/Vulgar/ Offensive Language		One WED	Two WEDs	1 day OSS	Administrative Discretion

205	Class Cut	Unexcused absence > 10 minutes	More than three periods missed – lunch is considered a period – will become an unexcused absence or truancy	One WED Loss of academic credit	Two WEDs Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester	One day of OSS Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester	Administrative discretion
205C	Leaving Class Without Permission						
206	Leave School Without Permission		Students returned to school upon leaving without permission may be subject to search by school official	One day of OSS Loss of academic credit	Two days of OSS Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester	Three days of OSS Loss of credit Loss of early release and/or late arrival privileges per current semester	Administrative discretion
236	Gross Misconduct			Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion

LEVEL III – ACTS DIRECTED AGAINST PERSONS OR PROPERTY. THESE ACTS MIGHT BE CONSIDERED CRIMINAL, BUT MOST FREQUENTLY CAN BE HANDLED BY THE DISCIPLINARY MECHANISM OF THE SCHOOL. WHERE APPLICABLE, APPROPRIATE LEGAL ACTION MAY BE TAKEN. RESTITUTION OF PROPERTY AND DAMAGES WILL BE MADE WHEN THE SITUATION WARRANTS IT. ADMINISTRATORS HAVE DISCRETION AT ALL TIMES WHEN APPLYING DISCIPLINE.

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
35	- Sexual Harassment	Repeated attempt to cause reasonable fear and/or substantial emotional distress of another	See Appendix D Harassment Policy	Administrative discretion			
36	- Racial/Ethnic Intimidation						
47	- Stalking						
52	- Bullying						
53	Cyber Harassment of a Child						

25	- Sale/Possession/ Use, or Under the Influence of Alcohol		See Appendix F Summarization of Drug and Alcohol Administrative Policies	Administrative discretion			
24	- Sale/Distribution of Controlled Substance						
23	- Possession/Use/of Controlled Substance						
10	Threatening a School Official/Student	Verbal/ Abusive/ Threatening Language toward Peer and/or Staff		One day OSS Referral to District Magistrate	Three days OSS Referral to District Magistrate	Four to ten days OSS Referral to District Magistrate and Superintendent	
11	Reckless Endangering	Knowingly and recklessly engaged in conduct which places or may place another person in danger.		4-10 days OSS Referral to Police	4-10 days OSS Referral to Police	10 days OSS Referral to Police and Superintendent	
15A	Vandalism	Under \$100		Two WEDs Parent/guardian contact by administrator Restitution	1-3 days OSS Parent/ guardian contact by administrator Restitution	4-10 days OSS Parent/guardian contact by administrator Restitution Referral to superintendent	
17	Disorderly Conduct	Caused public inconvenience, annoyance, or alarm, disturbance to learning environment, or recklessly created a risk	See Policy 37 for “Failure of disorderly persons to disperse upon order.”	Administrative discretion and referral to police			
33	Criminal Trespass	Knowingly did not have privilege to be on school property		Administrative discretion and referral to police			
42	Fighting	Mutual	Includes physical assault	4-10 days OSS Referral to Police	4-10 days OSS Referral to Police	10 days OSS Referral to Police and Superintendent	

116	Disrespect Faculty/Staff	Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority.		One day of OSS and/or Administrative Discretion	Administrative Discretion	Administrative discretion	Administrative discretion
209	Chronic Misconduct			One day of OSS	Three days of OSS	Administrative discretion	Administrative discretion
215	Possession/Sale of Stolen Property			1-3 days OSS Referral to police	Five days OSS Referral to police	10 days OSS Referral to police and superintendent	
229	Computer Misconduct	Intentional misuse of any school district computer hardware/software in any fraudulent or destructive manner, including but not limited to sending a harmful or threatening message, unauthorized entry into a file, altering a software program, vandalizing software components	See School District Policy #138	One to three WEDs and Restitution where applicable/ Administrative Discretion	Three days OSS and Restitution where applicable/ Administrative Discretion	Four to ten days OSS and Restitution where applicable/ Administrative Discretion	Referral to Superintendent

LEVEL IV– ACTS THAT RESULT IN VIOLENCE THAT POSES A DIRECT THREAT TO THE SAFETY OF OTHERS IN SCHOOL. THESE ACTS ARE CLEARLY CRIMINAL AND ARE SO SERIOUS THAT THEY ALWAYS REQUIRE ADMINISTRATIVE ACTION, WHICH RESULTS IN THE IMMEDIATE REMOVAL OF THE STUDENT FROM SCHOOL, THE INTERVENTION OF LAW ENFORCEMENT AUTHORITIES, AND POSSIBLE ACTION BY THE SCHOOL BOARD OF DIRECTORS. ADMINISTRATORS HAVE DISCRETION AT ALL TIMES WHEN APPLYING DISCIPLINE.

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
21	Possession of: - Knife		See Appendix E	Immediate full suspension (4-10 days OSS) Referral to superintendent			
22	- Other Weapon						
39	- Handgun						
40	- Rifle/Shotgun						
43	- Cutting instrument (Razor, Box Cutter, etc.)						
45	- BB/Pellet Gun						
1	- Simple Assault on Student	Assault and/or Battery					
2	- Aggravated Assault on Student						
3	- Simple Assault on Staff						
4	- Aggravated Assault on Staff						
5	- Rape						
12	Robbery	In the course of committing a theft threatens or intentionally puts victim in fear of bodily injury					
13	Burglary	Over \$100					
14	Arson	Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion					

15	Vandalism	Over \$100		
18	Bomb Threat			
19	Terroristic Threats			
50	Theft	Over \$100		
216	False Alarm	Knowingly caused a false alarm of fire or other emergency to be transmitted to or within an organization, official or volunteer for dealing with emergencies involving danger to life or property.		
235	Possession or Use of Fireworks			
237	Possession Explosive Device			
238	Use Explosive Device			

APPENDIX A EMMAUS HIGH SCHOOL STUDENT DRESS CODE

1. Student dress must not be lewd, vulgar or plainly offensive and/or result in a substantial disruption, potential or actual to the school community.
2. Muscle shirts, tank tops, spaghetti-strapped tops, halter-tops, and sundresses are not permitted without a shirt underneath or over the top.
3. Students must wear shorts and skirts of appropriate length. (Must reach mid-thigh)
4. Student dress must remain free of symbolism promoting death, sex, violence, ethnic insults, gangs, drugs, cigarettes, and alcohol.
5. Students must not wear destructive clothing or footwear, i.e. rivets, cleats, skateshoes, spikes. No heavy gauge chains or choke collars may be worn.
6. Hats, bandannas, scarves, and other head coverings must not be worn during the school day with the exception of religious attire or medical condition.
7. Appropriate footwear must be worn at all times.
8. Sunglasses must not be worn during the school day.
9. Undergarments must not be visible. Students will be requested to wear a belt if necessary to keep pants at an appropriate height.
10. Teachers in physical education, laboratory and shop settings may impose additional guidelines for purposes of safety (e.g. prohibiting loose fitting garments, coats, jewelry and sandals.)
11. Any attire, which the administration considers to be an impediment to the quality of instruction or the welfare of the student or school building, will not be permitted.

IF IN DOUBT, DON'T WEAR IT TO SCHOOL

UNAUTHORIZED GROUP POLICY

IN THE INTEREST OF MAINTAINING A SAFE AND ORDERLY EDUCATIONAL ATMOSPHERE FOR ALL STUDENTS, THE EMMAUS HIGH SCHOOL ADMINISTRATION DOES NOT ALLOW STUDENTS TO CREATE CLUBS, CREWS, CLIQUES OR GROUPS WHICH EXIST WITHOUT THE KNOWLEDGE, RECOGNITION OR CONSENT OF THE SCHOOL DISTRICT. STUDENTS MAY NOT IDENTIFY THEMSELVES IN SUCH GROUPS BY CLOTHING, ACCESSORIES, SYMBOLS, GESTURES OR BEHAVIOR. DEPENDING UPON THE SITUATION, A STUDENT IDENTIFYING HIM OR HERSELF AS A MEMBER OF SUCH A GROUP COULD BE CONSIDERED A THREAT TO THE SCHOOL ENVIRONMENT AND COULD RESULT IN DISCIPLINARY CONSEQUENCES.

**APPENDIX B
LIBRARY DISCIPLINE POLICY**

	First Offense	Second Offense	Third Offense
Library Misconduct (violation of library rules and acceptable use policy)	Library pass privileges denied for 10 school days	Library pass privileges denied for 20 school days	Library privileges denied until reinstated by administration
Failure to Return Library material	Students who fail to return library materials within 10 school days of its due date will be denied library pass privileges until materials are returned and fines are paid	Students who fail to return library materials within 20 school days of its due date will receive one detention	Graduating seniors with overdue materials will not receive their diploma until materials are returned
Failure to pay for Library Fines	Students who fail to pay for library fines within 10 school days of its due date will be denied library pass privileges until all fines are paid		Graduating seniors with outstanding fines for library materials will not receive their diploma until all fines are paid
Failure to return Overnight library materials	Fines for items not returned will be \$1.00 per day and students will be referred to their AP for administrative action		

APPENDIX C
SMOKING AND/OR TOBACCO USE

The Board recognizes that the possession or use of tobacco presents a health hazard, which can have significant consequences for the user as well as those indirectly exposed to tobacco smoke.

Any pupil (a person between the ages of 6 and 21 who is enrolled in school as that term is defined under the Public School Code) who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leased by, or under the control of the East Penn School District, commits a summary offense. The term "tobacco" shall mean a lighted or unlighted cigarette; cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

A pupil who violates this policy also commits a criminal offense and shall, upon conviction, be sentenced to pay a fine of not more than \$500.00 for the benefit of the School District, and to pay court costs.

This policy shall be published in student handbooks, parent newsletters, calendars, and other appropriate means.

April 14, 1997
School Code 510
PA Code Title 22, Sec. 12.3

APPENDIX D HARASSMENT POLICY

The East Penn School District and Emmaus High School recognize that students are expected to treat one another with dignity and respect. All students are entitled to freedom from any kind of personal harassment during the school day and related school-sponsored activities.

Harassment is defined as unwelcome and harmful behavior towards another person. Incidents of harassment may include but are not limited to the following areas:

Physical Harassment- unnecessary or offensive touching, biting, etc...

Verbal Harassment -use of derogatory comments, jokes, slurs or remarks of an inappropriate manner

Visual Harassment- derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures

Sexual Harassment -any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contacts or communications of a sexual nature

Cyber Harassment of a Student – continued seriously disparaging statements or opinions about a child's physical characteristics, sexuality, sexual activity, mental or physical health or condition, or threat of harm by communicating such statements through electronic means directly to a child or by publication through an electronic social media service.

If a student believes he or she is being harassed, one of the following should be contacted immediately:

Principal or Assistant Principal

Guidance Counselor

Teacher

Parent(s) and/or Guardian(s) – (They should also contact school officials)

Hazing Policy

Purpose: The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions: For the purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any school-sponsored organization.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity which could adversely affect the physical health or safety of individuals or groups.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of individuals or groups.

APPENDIX E WEAPONS POLICY

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

“Weapon” – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, fire-arm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” – a student is in possession of a weapon when the student either brings the weapon on to the property or the weapon is found on the person of the student, in the student’s locker, under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from school, or while the student is on his/her way to or from school.

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of the exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

The Superintendent shall report the discovery of any weapon prohibited by this policy to the student’s parents and to local law enforcement officials.

The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year, as required.

Students and staff shall be informed concerning this policy at least annually.

The Superintendent, who shall prescribe special conditions or procedures to be followed, may make an exception to this policy.

Weapons under the control of law enforcement personnel are permitted.

(SC 1317.2; Act 26 of 1995; Pol. 233; P.L. 91-230, 20 U.S.C., Sec 1400 et seq.)

APPENDIX F

*SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE POLICIES

SITUATIONAL DISCIPLINE CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS/GUARDIANS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION
A student volunteers information about personal use of alcohol and/or other drugs and seeks help.	The student is informed of services available. Referred to SAP team.	As deemed appropriate by SAP Team	If warranted	Not applicable	Not applicable	Implement SAP support strategies	Not applicable
A student is referred to SAP by a student, staff member, family member, or member of the community. It may or may not be a substance concern.	The student is informed of services available. Referred to SAP Team.	As deemed appropriate by SAP Team	If warranted	Not applicable	Not applicable	Implement SAP support strategies	Only when required by a violation of the Discipline Code.
The student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mood altering substances.	All standard health and emergency procedures will be followed. If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is requested. Referral to SAP Team.	Principal or designee will search the student, his/her locker, car, desk, and other possessions. The principal or designee will investigate the incident.	YES	Provide information to medical staff to aid in the identification and treatment of the emergency.	YES Submit data and materials to police for analysis and request a police report.	Implement SAP support strategies.	Results of the administrative and/or medical and/or police investigation will determine disciplinary action.

Drug & Alcohol offenses will accumulate over students' secondary (grade 6 through 12) years.

SITUATIONAL DISCIPLINE CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS/GUARDIANS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION
<p>First Offense A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school sponsored activity on or off school property.</p> <p>Refer to definition of terms.</p>	Staff member will contact principal or designee. Principal or designee will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If treated as a medical emergency, the student will be transported to a medical facility at parent/guardian expense. A signed release of medical information pertaining to the incident is to be requested. Referral to SAP Team.	Principal or designee will search the student, his/her locker, car, desk and other possessions. The principal or designee will investigate the incident.	Yes	Provide information to medical staff to aid in the identification and treatment of the emergency.	Submit data and materials to police for analysis and request a police report.	Implement SAP support strategies	Based on the nature and severity of the offense, and at the discretion of the principal or designee. Minimum of 5-10 days out of school suspension. Required evaluation by a licensed D & A facility. Appointment must be scheduled within the suspension period. Failure to comply may result in further disciplinary consequences. Possible referred to School Board for Expulsion Hearing

Drug & Alcohol offenses will accumulate over students' secondary (grade 6 through 12) years.

SITUATIONAL DISCIPLINE CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS/GUARDIANS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION
<p>Second Offense A student possesses, uses, or is under the influence of</p>	Staff member will contact principal or designee. Principal or designee will confiscate	Principal or designee will search the student, his/her locker, car, desk and other possessions. The principal or designee will	YES	Provide information to medical staff to aid in the identification and treatment of the emergency.	YES Submit data and materials to police for analysis and request a police report.	Implement SAP support strategies.	Ten (10) days out-of-school suspension. Required assessment by a licensed D & A facility. Appointment must be scheduled within the suspension period. Failure to comply may

<p>alcohol, other mood altering substance, or is suspected of the same or is in possession of suspected drug paraphernalia or “look-alike” substances at school or any school sponsored activity on or off school property.</p> <p>Refer to definition of terms.</p>	<p>chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If treated as a medical emergency, the student will be transported to a medical facility at parent/guardian expense. A signed release of medical information pertaining to the incident is to be requested. Referral to SAP Team.</p>	<p>investigate the incident.</p>					<p>result in further disciplinary consequences. Possible referral to School Board for Expulsion Hearing.</p>
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Drug & Alcohol offenses will accumulate over students’ secondary (grade 6 through 12) years.

SITUATIONAL DISCIPLINE CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS/ GUARDIANS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION
<p>A student distributes alcohol, mood altering substances, “look-alike” substances or suspected drug paraphernalia during school sponsored activity on or off school property.</p>	<p>Staff member will contact principal or designee. Principal or designee will confiscate chemical substance(s) and/or suspected drug paraphernalia, if</p>	<p>Principal or designee will search the student, his/her locker, car, desk and other possessions. The principal or designee will investigate the incident.</p>	<p>YES</p>	<p>Provide information to medical staff to aid in the identification and treatment of the emergency.</p>	<p>YES Submit data and materials to police for analysis and request a police report.</p>	<p>Implement SAP support strategies.</p>	<p>Grounds for immediate full Suspension Hearing proceedings and consideration for expulsion.</p>

Refer to definition of terms.	possible. Referral to SAP Team.						
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Drug & Alcohol offenses will accumulate over students' secondary (grade 6 through 12) years.

Appendix G

PERSONAL COMMUNICATION/ELECTRONIC DEVICES

Student use of student owned personal communication/electronic devices including, but not limited to: cellular telephones, beepers, digital cameras, iPods, video cameras or other devices that have the capability to take photographs or record audio or video or text messaging is prohibited during the school day (7:23 am to 2:25 pm) in Emmaus High School.

Although PDAs, laptop computers, tablet PCs, etc. may have communications capabilities, they are not to be used for personal communications except as directed in the *Acceptable Use Policy* of East Penn School District School Board Policy. (www.eastpenn.k12.pa.us/tech/aup.pdf)

Students may transport cellular phones to and from school provided that they adhere to the following requirements:

1. The cellular phone may not be active or displayed without teacher permission between 7:23 am to 2:25 pm.
2. The cellular phone must be properly stored during school hours within the student's assigned locker or other area designated by the school administration.
3. The cellular phone must remain off during a school evacuation.

EXCEPTION

Students that are engaged in school sponsored activities such as athletic events, school club activities, Stinger or Yearbook and field trips. Students needing a personal communication device during school hours for any of these reasons must have prior approval from the teacher, coach, club sponsor or their assistant principal.

Unauthorized personal communication devices shall be confiscated and the student's parent(s)/guardian(s) shall be notified and must retrieve the device from administration. If the device is not suspected of being stolen, it shall be returned to the parent(s)/guardian(s). If the device is suspected of being stolen, it shall be turned over to the police.

Emmaus High School Administration also prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students from 7:23 am to 2:25 pm.

Emmaus High School shall not be liable for the loss, damage or misuse of any personal communication device brought to school by a student.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's IEP.

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the personal communication device. If the device is not suspected of being stolen, it shall be returned to the student's parent/guardian. If the device is suspected of being stolen, it shall be turned over to the police.

Telephone Pager/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal or other building administrator.

References:

Pennsylvania Wiretapping and Electronic Surveillance Act: 18 Pa. C.S.A. Sec. 5703

School Code: 24 P.S. Sec. 510, 1317.1

East Penn School District Policy No. 138, Programs Section: Acceptable Use for Computer, Network, and Internet Resources

Appendix H

EHS Late-To-School Discipline Assignments

Infraction #	Action
1	Warning
2	Warning
3	Warning
4	Detention
5	Detention
6	Detention
7	2 Detentions
8	3 Detentions
9	4 Detentions
10	1 Wednesday Detention (3 hrs)
11	1 Wednesday Detention (3 hrs) AND Parking Permit Suspension + Late Arrival/Early Out Privilege for remainder of semester
12	1 Wednesday Detention (3 hrs)
13	1 Wednesday Detention (3 hrs)
14	1 Wednesday Detention (3 hrs)
15	2 Wednesday Detentions (3 hrs each)
16	2 Wednesday Detentions (3 hrs each)
17	2 Wednesday Detentions (3 hrs each)
18	2 Wednesday Detentions (3 hrs each)
19	2 Wednesday Detentions (3 hrs each)
20	In-School or Out-of-School Suspension (Admin Discretion)
21	In-School or Out-of-School Suspension (Admin Discretion)
22	In-School or Out-of-School Suspension (Admin Discretion)
23	In-School or Out-of-School Suspension (Admin Discretion)
24	In-School or Out-of-School Suspension (Admin Discretion)
25	2 In-School or Out-of-School Suspensions (Admin Discretion)
26	2 In-School or Out-of-School Suspensions (Admin Discretion)
27	2 In-School or Out-of-School Suspensions (Admin Discretion)
28	2 In-School or Out-of-School Suspensions (Admin Discretion)
29	2 In-School or Out-of-School Suspensions (Admin Discretion)
30	3 Out-of-School Suspensions

*** Delete 4 lates after 2 months of no late slip violations**
 ~Dependent upon other violations on record ~

Tardies to school will not disappear at end of each semester. They will count for duration of the entire school year.

