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

Revised and Board Approved, August 13, 2018: Revised August 2018
# EMMAUS HIGH SCHOOL DISCIPLINE CODE

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>108A</td>
<td>LATE TO CLASS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First – Third Late</td>
<td>Warning</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fourth through Seventh Late</td>
<td>One ASD per occurrence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eighth through Tenth Late</td>
<td>Two ASD per occurrence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eleventh through Thirteenth Late</td>
<td>One WED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourteenth and Fifteenth Late</td>
<td>Two WEDs</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Offenses</td>
<td>Administrative Discretion</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
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<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>108B</td>
<td>LATE TO SCHOOL</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>First – Third</td>
<td>Warning</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth – Sixth Late</td>
<td>One ASD per occurrence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seventh – Ninth Late</td>
<td>Two or Four ASD’s</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tenth – Fourteenth</td>
<td>One WED (#11 includes loss of late arrival / early dismissal + parking privileges for the remainder of the semester</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fifteenth-Nineteenth</td>
<td>Two WED</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Additional Offenses</td>
<td>See “Late-To-School Discipline Assignments” Appendix H</td>
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## ATTENDANCE OFFENSES

**108A LATE TO CLASS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>218</td>
<td>Late-Fail to Check-In</td>
<td>Failure to check in the Attendance Office when late to school or to check out when leaving school, &amp;/or homeroom cut</td>
<td></td>
<td>1-2 ASD’s</td>
<td>One WED</td>
<td>One WED and Loss of Privileges</td>
<td>Administrative Discretion</td>
</tr>
<tr>
<td></td>
<td>Failure to Sign Out</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## SOCIAL OFFENSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>103</td>
<td>Inappropriate Attire</td>
<td>See Appendix A</td>
<td></td>
<td>Administrative Warning Conference and return to class when properly attired</td>
<td>One ASD and return to class when properly attired and phone call or letter to parent/guardian</td>
<td>Three ASDs and return to class when properly attired and phone call or letter to parent/guardian</td>
<td>Administrative Discretion</td>
</tr>
</tbody>
</table>

**Parent Notification Procedures** –

All offenses, regardless of level, which result in the issuance of a Wednesday detention or suspension will be reported to parents by the grade level assistant principal. Wednesday detention notifications will be provided via an automated phone message prior to the scheduled detention. Suspension notifications will be provided via a personal phone call from an administrator, followed by a letter via US Mail. Parents can view their students’ discipline history at any time in Home Access Center.

**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

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<thead>
<tr>
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<th>Offense</th>
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</thead>
<tbody>
<tr>
<td>108B</td>
<td>LATE TO SCHOOL</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First – Third</td>
<td>Warning</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth – Sixth Late</td>
<td>One ASD per occurrence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seventh – Ninth Late</td>
<td>Two or Four ASD’s</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Tenth – Fourteenth</td>
<td>One WED (#11 includes loss of late arrival / early dismissal + parking privileges for the remainder of the semester</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifteenth-Nineteenth</td>
<td>Two WED</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Additional Offenses</td>
<td>See “Late-To-School Discipline Assignments” Appendix H</td>
<td></td>
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<tr>
<td>Code</td>
<td>Offense</td>
<td>Definition</td>
<td>Notes</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
<td>Fourth Offense</td>
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</tr>
<tr>
<td>107</td>
<td>Misconduct</td>
<td>One to Two ASDs Depending on severity</td>
<td>Three ASDs</td>
<td>One WED</td>
<td></td>
<td>One WED</td>
<td>Two WEDs Note: next offense see Level III</td>
</tr>
<tr>
<td>111</td>
<td>Deliberate Littering</td>
<td>One ASD</td>
<td>Two ASD</td>
<td>One WED</td>
<td></td>
<td>One WED</td>
<td>Administrative Discretion</td>
</tr>
<tr>
<td>115</td>
<td>Cafeteria Misconduct</td>
<td>See 211 for repeated cafeteria misconduct</td>
<td>1-5 Days Cafeteria cleanup per offense and/or loss of cafeteria privilege</td>
<td>1-5 Days Cafeteria cleanup per offense and/or WED per administrative discretion and/or loss of cafeteria privilege</td>
<td></td>
<td>Next offense see Code 211</td>
<td></td>
</tr>
<tr>
<td>211</td>
<td>Repeated Cafeteria Misconduct</td>
<td>Administrative Discretion</td>
<td>Administrative Discretion</td>
<td>Administrative Discretion</td>
<td>Administrative Discretion</td>
<td>Administrative Discretion</td>
<td>Administrative Discretion</td>
</tr>
<tr>
<td>219</td>
<td>Library Misconduct</td>
<td>SEE APPENDIX B</td>
<td></td>
<td></td>
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</table>

### Pass/Privilege Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
<th>Administrative Discretion</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>Pass Violation</td>
<td>Time on pass not to exceed six minutes</td>
<td>Warning</td>
<td>One ASD</td>
<td>Three ASDs</td>
<td>One WED and loss of pass privileges per administrative discretion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Device Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>234B</td>
<td>Electronic Device (Not Cell Phone) *includes earbuds &amp; iPods</td>
<td>Device is active or displayed between the hours of 7:23 AM and 2:25 PM</td>
<td>See Appendix G</td>
<td>One ASD</td>
<td>Three ASDs</td>
<td>One WED</td>
<td>Two WEDs</td>
</tr>
<tr>
<td>234A</td>
<td>Electronic Device</td>
<td>Violation of cell phone policy as outlined in Appendix G</td>
<td>See Appendix G</td>
<td>One WED,</td>
<td>Two WEDs,</td>
<td>One day OSS,</td>
<td>Two days OSS,</td>
</tr>
</tbody>
</table>
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

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

VEHICULAR VIOLATIONS

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

<table>
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<th>Definition</th>
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<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Possession, Use, or Sale of Tobacco</td>
<td>Includes Cigarettes, Cigars, Vape Pens, Electronic Cigarettes and/or Look-A-Like Devices</td>
<td>See Appendix C</td>
<td>One day OSS and referral to District Magistrate and SAP and/or Cessation Program in lieu of OSS and referral to District Magistrate</td>
<td>Two days OSS and referral to District Magistrate and SAP</td>
<td>Three days OSS and referral to District Magistrate and SAP</td>
<td>Four days OSS and referral to District Magistrate and SAP</td>
</tr>
<tr>
<td>240</td>
<td>Possession, Use or Sale of Tobacco Paraphernalia</td>
<td>Includes Lighters</td>
<td>One WED</td>
<td>Two WEDs</td>
<td>One OSS</td>
<td>Administrative Discretion</td>
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### DISHONESTY

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<th>Definition</th>
<th>Notes</th>
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<th>Third Offense</th>
<th>Fourth Offense</th>
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</thead>
<tbody>
<tr>
<td>50</td>
<td>Theft</td>
<td>Unlawfully take or exercise control of movable property</td>
<td>Theft or burglary under $100</td>
<td>One to three WEDs Referral to police per administrator discretion</td>
<td>Three days OSS Referral to police per administrator discretion</td>
<td>Four days OSS Referral to police per administrator discretion</td>
<td>Referral to superintendent</td>
</tr>
<tr>
<td>208</td>
<td>Forgery</td>
<td>Two WEDs Parent/guardian contact by administrator</td>
<td></td>
<td>One day of OSS Parent/guardian contact by administrator</td>
<td>Three days OSS Parent/guardian contact by administrator Deny participation in athletic and extra-curricular activities including student office position for school year</td>
<td>Referral to superintendent</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Offense</td>
<td>Definition</td>
<td>Notes</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
<td>Fourth Offense</td>
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</tr>
<tr>
<td>210A</td>
<td>Cheating</td>
<td>Giving/requesting/obtaining information on tests, quizzes, projects</td>
<td>Two WEDs&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian contact by teacher</td>
<td>One day OSS&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian contact by teacher and administrator</td>
<td>Three days OSS&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian contact by teacher to guardian and administrator&lt;br&gt;Deny participation in athletic and extra-curricular activities including student office position for school year</td>
<td>Referral to superintendent</td>
<td></td>
</tr>
<tr>
<td>210B</td>
<td>Plagiarism</td>
<td>See definition in student handbook</td>
<td>Loss of credit&lt;br&gt;Two WEDs&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian contact by teacher</td>
<td>Loss of credit&lt;br&gt;One day OSS&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian conference</td>
<td>Loss of credit&lt;br&gt;Three days OSS&lt;br&gt;Loss of academic credit&lt;br&gt;Parent/guardian contact by teacher to guardian and administrator&lt;br&gt;Deny participation in athletic and extra-curricular activities including student office position for school year</td>
<td>Referral to superintendent</td>
<td></td>
</tr>
</tbody>
</table>

**General Misbehavior**

<table>
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<tr>
<th>Code</th>
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<th>Third Offense</th>
<th>Fourth Offense</th>
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<tbody>
<tr>
<td>46</td>
<td>Minor Altercation</td>
<td></td>
<td></td>
<td>Two WEDs</td>
<td>1-3 days of OSS</td>
<td>5 days of OSS</td>
<td>Administrative discretion</td>
</tr>
<tr>
<td>101</td>
<td>Insubordination</td>
<td></td>
<td></td>
<td>One WED</td>
<td>Two WEDs</td>
<td>One to three days OSS</td>
<td>Administrative Discretion</td>
</tr>
<tr>
<td>104</td>
<td>Abusive/ Obscene Profanity</td>
<td>Abuse/ Obscene/ Profanity/Foul/Vulgar/ Offensive Language</td>
<td>One WED</td>
<td>Two WEDs</td>
<td>1 day OSS</td>
<td>Administrative Discretion</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Offense</td>
<td>Definition</td>
<td>Notes</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
<td>Fourth Offense</td>
</tr>
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</tr>
<tr>
<td>205C</td>
<td>Leaving Class Without Permission</td>
<td>Unexcused absence &gt; 10 minutes</td>
<td>More than three periods missed – lunch is considered a period – will become an unexcused absence or truancy</td>
<td>One WED Loss of academic credit</td>
<td>Two WEDs Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester</td>
<td>One day of OSS Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester</td>
<td>Administrative discretion</td>
</tr>
<tr>
<td>206</td>
<td>Leave School Without Permission</td>
<td>Students returned to school upon leaving without permission may be subject to search by school official</td>
<td>One day of OSS Loss of academic credit</td>
<td>Two days of OSS Loss of academic credit Loss of early dismissal and/or late arrival privileges per current semester</td>
<td>Three days of OSS Loss of credit Loss of early release and/or late arrival privileges per current semester</td>
<td>Administrative discretion</td>
<td></td>
</tr>
<tr>
<td>236</td>
<td>Gross Misconduct</td>
<td></td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>- Sexual Harassment</td>
<td>Repeated attempt to cause reasonable fear and/or substantial emotional distress of another</td>
<td>See Appendix D Harassment Policy</td>
<td>Administrative discretion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>- Racial/Ethnic Intimidation</td>
<td></td>
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<tr>
<td>47</td>
<td>- Stalking</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>52</td>
<td>- Bullying</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>53</td>
<td>- Cyber Harassment of a Child</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>See Appendix F Summarization of Drug and Alcohol Administrative Policies</td>
<td>Administrative discretion</td>
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<tr>
<td>25</td>
<td>- Sale/Possession/Use, or Under the Influence of Alcohol</td>
<td></td>
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</tr>
<tr>
<td>24</td>
<td>- Sale/Distribution of Controlled Substance</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>23</td>
<td>- Possession/Use/of Controlled Substance</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Threatening a School Official/Student</td>
<td>Verbal/Abusive/Threatening Language toward Peer and/or Staff</td>
<td>1-3 days OSS Referral to District Magistrate</td>
<td>Four to ten days OSS Referral to District Magistrate and Superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Reckless Endangering</td>
<td>Knowingly and recklessly engaged in conduct which places or may place another person in danger.</td>
<td>4-10 days OSS Referral to Police</td>
<td>4-10 days OSS Referral to Police</td>
<td></td>
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</tr>
<tr>
<td>15A</td>
<td>Vandalism</td>
<td>Under $100</td>
<td>Two WEDs Parent/guardian contact by administrator Restitution</td>
<td>1-3 days OSS Parent/guardian contact by administrator Restitution</td>
<td>4-10 days OSS Parent/guardian contact by administrator Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Disorderly Conduct</td>
<td>Caused public inconvenience, annoyance, or alarm, disturbance to learning environment, or recklessly created a risk</td>
<td>See Policy 37 for “Failure of disorderly persons to disperse upon order.”</td>
<td>Administrative discretion and referral to police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Criminal Trespass</td>
<td>Knowingly did not have privilege to be on school property</td>
<td>Administrative discretion and referral to police</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Fighting</td>
<td>Mutual</td>
<td>Includes physical assault</td>
<td>4-10 days OSS Referral to Police</td>
<td>4-10 days OSS Referral to Police</td>
<td>10 days OSS Referral to Police and Superintendent</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Definition</td>
<td>OSS/Discretion</td>
<td>OSS/Discretion</td>
<td>OSS/Discretion</td>
<td>OSS/Discretion</td>
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<tr>
<td>116</td>
<td>Disrespect Faculty/Staff</td>
<td>Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority.</td>
<td>One day of OSS and/or Administrative Discretion</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>Chronic Misconduct</td>
<td></td>
<td>One day of OSS</td>
<td>Three days of OSS</td>
<td>Administrative discretion</td>
<td>Administrative discretion</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>Possession/Sale of Stolen Property</td>
<td></td>
<td>1-3 days OSS Referral to police</td>
<td>Five days OSS Referral to police</td>
<td>10 days OSS Referral to police and superintendent</td>
<td>Two to ten days Referral to superintendent</td>
<td></td>
</tr>
<tr>
<td>229</td>
<td>Computer Misconduct</td>
<td>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</td>
<td>See School District Policy #138</td>
<td>One to three WEDs and Restitution where applicable/ Administrative Discretion</td>
<td>Three days OSS and Restitution where applicable/ Administrative Discretion</td>
<td>Four to ten days OSS and Restitution where applicable/ Administrative Discretion</td>
<td>Referral to Superintendent</td>
</tr>
<tr>
<td>241</td>
<td>Security Violation</td>
<td>Knowing, willing or negligent action that bypasses or contravenes security policies, practices or procedures that could reasonably be expected to result in harm to the population of the school building.</td>
<td></td>
<td>Administrative discretion</td>
<td></td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Possession of:</td>
<td>See Appendix E</td>
<td></td>
<td>Immediate full suspension (4-10 days OSS)</td>
<td>Referral to superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Knife</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>22</td>
<td>- Other Weapon</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>39</td>
<td>- Handgun</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>40</td>
<td>- Rifle/Shotgun</td>
<td></td>
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<tr>
<td>43</td>
<td>– Cutting instrument (Razor,</td>
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<td></td>
<td>Box Cutter, etc.)</td>
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<tr>
<td>45</td>
<td>– BB/Pellet Gun</td>
<td></td>
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<tr>
<td>1</td>
<td>- Simple Assault on Student</td>
<td>Assault and/or Battery</td>
<td></td>
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<tr>
<td>2</td>
<td>- Aggravated Assault on</td>
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<tr>
<td></td>
<td>Student</td>
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<tr>
<td>3</td>
<td>- Simple Assault on Staff</td>
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<td>4</td>
<td>- Aggravated Assault on</td>
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<td></td>
<td>Staff</td>
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<tr>
<td>5</td>
<td>- Rape</td>
<td></td>
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<tr>
<td>12</td>
<td>Robbery</td>
<td>In the course of committing a theft threatens or intentionally</td>
<td></td>
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<td></td>
<td></td>
<td>puts victim in fear of bodily injury</td>
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<tr>
<td>13</td>
<td>Burglary</td>
<td>Over $100</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>Arson</td>
<td>Intentionally starting a fire or causing an explosion or</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>aided in starting a fire or causing an explosion</td>
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<tr>
<td></td>
<td>Vandalism</td>
<td>Over $100</td>
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</tr>
<tr>
<td>18</td>
<td>Bomb Threat</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>19</td>
<td>Terroristic Threats</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>50</td>
<td>Theft</td>
<td>Over $100</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>216</td>
<td>False Alarm</td>
<td>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.</td>
<td></td>
<td></td>
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<tr>
<td>235</td>
<td>Possession or Use of Fireworks</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>237</td>
<td>Possession Explosive Device</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>238</td>
<td>Use Explosive Device</td>
<td></td>
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</tr>
</tbody>
</table>
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 be 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

<table>
<thead>
<tr>
<th>Library Misconduct (violation of library rules and acceptable use policy)</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be referred to appropriate assistant principal</td>
<td>Students will be referred to appropriate assistant principal</td>
<td>Students will be referred to appropriate assistant principal</td>
<td></td>
</tr>
</tbody>
</table>

| Failure to Return Library material | Students who have lost a book have until 60 Destiny days overdue to either replace the item in kind or pay for it. After 60 days of an item’s due date, the library will mark the book as officially lost and the student will be placed on the debt list in the main office. | 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, vape pen, electronic cigarette or any other 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.

References:
Board Policy 222
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 verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, gender identity, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

3. Otherwise adversely affects an individual's learning opportunities.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Cyber harassment is defined as a continuing course of conduct with the intent to harass, annoy, or alarm through electronic means directly to a child or by publication through an electronic social media device when:

1. Seriously disparaging statement or opinion about a child’s physical characteristics, sexuality, sexual activity or mental or physical health or condition.

2. Threat to inflict harm.

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)

References
SC 2709, East Penn School District Policy No. 248, 249
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 action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or groups; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned, shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building administration.

References
East Penn School District Policy No. 247; Act 31 of 2016; P.L. 229-31
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 - shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, chemical agent, explosive device, replica of a weapon, 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 weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming 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.

References:
SC 1317.2; Act 26 of 1995; East Penn School District Policy No. 218.1; P.L. 91-230, 20 U.S.C., Sec 1400 et seq.
## APPENDIX F
*SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE POLICIES*

<table>
<thead>
<tr>
<th>SITUATIONAL DISCIPLINE CATEGORY</th>
<th>IMMEDIATE ACTION</th>
<th>INVESTIGATION</th>
<th>NOTIFICATION OF PARENTS/GUARDIANS</th>
<th>DISPOSITION OF SUBSTANCE</th>
<th>NOTIFICATION OF POLICE</th>
<th>STUDENT SUPPORT STRATEGY</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student volunteers information about personal use of alcohol and/or other drugs and seeks help.</td>
<td>The student is informed of services available. Referred to SAP Team.</td>
<td>As deemed appropriate by SAP Team.</td>
<td>If warranted.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Implement SAP support strategies</td>
<td>Not applicable</td>
</tr>
<tr>
<td>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.</td>
<td>The student is informed of services available. Referred to SAP Team.</td>
<td>As deemed appropriate by SAP Team.</td>
<td>If warranted.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Implement SAP support strategies</td>
<td>Only when required by a violation of the Discipline Code.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>Principal or designee will search the student, his/her locker, car, desk, and other possessions. The principal or designee will investigate the incident.</td>
<td>YES</td>
<td>Provide information to medical staff to aid in the identification and treatment of the emergency.</td>
<td>YES</td>
<td>Submit data and materials to police for analysis and request a police report.</td>
<td>Implement SAP support strategies. Results of the administrative and/or medical and/or police investigation will determine disciplinary action.</td>
</tr>
</tbody>
</table>
Drug & Alcohol offenses will accumulate over students’ secondary (grade 6 through 12) years.

<table>
<thead>
<tr>
<th>SITUATIONAL DISCIPLINE CATEGORY</th>
<th>IMMEDIATE ACTION</th>
<th>INVESTIGATION</th>
<th>NOTIFICATION OF PARENTS/GUARDIANS</th>
<th>DISPOSITION OF SUBSTANCE</th>
<th>NOTIFICATION OF POLICE</th>
<th>STUDENT SUPPORT STRATEGY</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense</strong></td>
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</tr>
<tr>
<td>A student possesses, uses or is</td>
<td>Staff member will</td>
<td>Principal or</td>
<td>Yes</td>
<td>Provide information to</td>
<td>Submit data and</td>
<td>Implement SAP</td>
<td>Based on the nature</td>
</tr>
<tr>
<td>under the influence of alcohol,</td>
<td>contact principal or designee. Principal or designee will</td>
<td>designee will search the student, his/her locker, car, desk and other possessions.</td>
<td>medical staff to aid in the identification and treatment of the emergency.</td>
<td>materials to police for analysis and request a police report.</td>
<td>support strategies</td>
<td>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 &amp; 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</td>
<td></td>
</tr>
<tr>
<td>other mood altering substances, or is</td>
<td>search the student, his/her locker, car, desk and other possessions.</td>
<td>The principal or designee will investigate the incident.</td>
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<td>suspected of the same or is in</td>
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<tr>
<td>possession of drug paraphernalia</td>
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<tr>
<td>or “look-alike” substances at school</td>
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<td></td>
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<tr>
<td>or any school sponsored activity</td>
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<tr>
<td>on or off school property.</td>
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<tr>
<td>Refer to definition of terms.</td>
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</tbody>
</table>

**Second Offense**
A student possesses, uses, or is under the influence of

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

Refer to definition of terms.

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.

investigate the incident.

result in further disciplinary consequences. Possible referral to School Board for Expulsion Hearing.

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

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

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

References:
*East Penn School District Policy No. 227*
EMMAUS HIGH SCHOOL CELL PHONE POLICY

OUR PHILOSOPHY

The possession and silent use of Cell Phones by students when in compliance with High School Discipline Code is permitted. Usage must be consistent with the regulations established in the Acceptable Use Policy, must not be disruptive to the educational process, create a safety hazard, or violate state law or local Board policy. This policy reflects a good faith attempt to incorporate modern technology practices to enhance the educational and social habits of our students.

DESIGNATED ZONES

RESTRICTED AREA (RED ZONE) – Cell Phone Use is strictly forbidden. Red Zone areas of the school include restrooms, locker rooms, main office, guidance office, nurses office, or any area that student or staff have a reasonable expectation of privacy.

REGULATED AREA (YELLOW ZONE) - Refers to areas in which teachers or staff can place restrictions or limitations on cell phone use. Yellow Zone areas include classrooms, library, gymnasium, auditorium, or other areas under the supervision of teachers or staff.

PERMITTED AREA (GREEN ZONE) – Refers to areas in which the silent and appropriate use of cell phones is permitted. Green zone areas include the cafeteria, hallways, and the courtyards.

GENERAL GUIDELINES

1. In the interest of safety, students should refrain from walking while using cell phones. Students using a cell phone in a Green Zone permitted area should be standing still (in an area that does not block the flow of traffic) or sitting.
2. Violation of the Cell Phone Policy may include the confiscation of the device and the restriction of future privileges.
3. If school officials have reasonable suspicion that this Policy or other relevant district policies are violated, cell phones may be searched in accordance with the law. Depending on the nature of the offense, it may be necessary for school officials to turn over the device to local law enforcement.
4. Students using district WIFI are required to follow all regulations of District AUP.

UNACCEPTABLE USES

1. Photographing, recording or videotaping of anyone without their consent.
2. Communication in any form that is abusive, threatening, demeaning, profane, or otherwise inappropriate for school.
3. Use of cell phone to engage in cheating, plagiarism, or other forms of academic dishonesty.
4. Wearing headphones or playing music through a speaker in the hallways or courtyards. This creates a safety risk.
<table>
<thead>
<tr>
<th>Area/Use</th>
<th>RED ZONES (Offices, Restrooms, Locker rooms, Guidance, Nurses Suite)</th>
<th>YELLOW ZONE (Classrooms, Library, Gymnasium, Auditorium, Study Halls)</th>
<th>GREEN ZONE (Hallways, Cafeteria, Courtyards)</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playing Music</td>
<td>Not Permitted</td>
<td>Permitted with headphones and with staff approval</td>
<td>Not Permitted in Hallways and Courtyards</td>
<td>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</td>
</tr>
<tr>
<td>Using internet, games, other applications</td>
<td>Not Permitted</td>
<td>Permitted with staff approval</td>
<td>Permitted</td>
<td>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</td>
</tr>
<tr>
<td>Texting</td>
<td>Not Permitted</td>
<td>Permitted with staff approval</td>
<td>Permitted</td>
<td>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</td>
</tr>
<tr>
<td>Making Phone Call</td>
<td>Not Permitted</td>
<td>Not Permitted</td>
<td>Not Permitted</td>
<td>Negatively impacts the environment of the school and could create a safety risk or violate an individual's privacy.</td>
</tr>
<tr>
<td>Taking Pictures, Video, or Audio Recording</td>
<td>Not Permitted</td>
<td>Not Permitted</td>
<td>Not Permitted</td>
<td>Negatively impacts the environment of the school and could create a safety risk or violate an individual's privacy. May constitute a violation of state law.</td>
</tr>
</tbody>
</table>

References:
School Code: 24 P.S. Sec. 510, 1317.1
### Appendix H

**EHS Late-To-School Discipline Assignments**

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

*** Delete 4 lates after 2 months of no late slip violations***

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

~Dependent violations on upon other record ~