

**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**

Revised and Board Approved, August 26, 2019

EMMAUS HIGH SCHOOL DISCIPLINE CODE

After School Detention
Out-of-School Suspension

ASD
OSS

Wednesday Extended Detention
Student Assistant Program

WED
SAP

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

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 “ <i>Late-To-School Discipline Assignments</i> ” Appendix H

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
218	Late-Fail to Check-In Failure to Sign Out	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

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	One ASD and return to class when properly attired and phone call or	Three ASDs and return to class when properly attired and phone	Administrative Discretion

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	Violation of cell phone policy as outlined in Appendix G	See Appendix G	One WED,	Two WEDs,	One day OSS,	Two days OSS,

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
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SMOKING

Code	Offense	Definition	Notes	First Offense	Second Offense	Third Offense	Fourth Offense
26	Possession, Use, or Sale of Tobacco	Includes Cigarettes, Cigars, Vape Pens, Electronic Cigarettes and/or Look-A-Like Devices	See Appendix C	One day OSS and referral to District Magistrate and SAP and/or Cessation Program in lieu of OSS and referral to District Magistrate	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		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						
38	- Other Forms of Harassment						
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		1-3 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
241	Security Violation	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.		Administrative discretion			

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 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**

	First Offense	Second Offense	Third Offense
Library Misconduct (violation of library rules and acceptable use policy)	Students will be referred to appropriate assistant principal	Students will be referred to appropriate assistant principal	Students will be referred to appropriate assistant principal
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

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</p>	Staff member will contact principal or designee. Principal or designee will	Principal or designee will search the student, his/her locker, car, desk and other possessions. The principal or	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.

<p>influence of 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>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.</p>	<p>designee will investigate the incident.</p>					<p>Failure to comply may 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</p>	<p>Staff member will contact principal or designee. Principal or designee will confiscate chemical substance(s) and/or suspected drug</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>

activity on or off school property. Refer to definition of terms.	paraphernalia, if possible. Referral to SAP Team.						
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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.

CELL PHONE USAGE REFERENCE CHART (FAQ)

Area/Use	RED ZONES (Offices, Restrooms, Locker rooms, Guidance, Nurses Suite)	YELLOW ZONE (Classrooms, Library, Gymnasium, Auditorium, Study Halls)	GREEN ZONE (Hallways, Cafeteria, Courtyards)	Rationale
Playing Music	Not Permitted	Permitted with headphones and with staff approval	Not Permitted in Hallways and Courtyards Permitted in Cafeteria with headphones during lunch	<i>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</i>
Using internet, games, other applications	Not Permitted	Permitted with staff approval	Permitted	<i>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</i>
Texting	Not Permitted	Permitted with staff approval	Permitted	<i>Aligns with our philosophy to incorporate modern technology practices to enhance the educational and social habits of our students</i>
Making Phone Call	Not Permitted	Not Permitted	Not Permitted	<i>Negatively impacts the environment of the school and could create a safety risk or violate an individual's privacy.</i>
Taking Pictures, Video, or Audio Recording	Not Permitted	Not Permitted	Not Permitted	<i>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.</i>

References:

Pennsylvania Wiretapping and Electronic Surveillance Act: 18 Pa. Chapter 57

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

East Penn School District Policy No. 815, Operations Section: Acceptable Use of Technology Resources, Electronic Communication and Information Systems

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

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

