

East Penn School District Middle Level Discipline Code

Middle School Discipline Code Belief Statement

We believe that all students, parents, teachers, and staff shall create and maintain a safe environment of respect and responsibility for themselves, one another, their school, and the East Penn community. This environment, free of distractions and disruptions, shall foster opportunities for students to learn and teachers to teach.

In applying discipline guidelines, **administrators reserve the right to use their discretion in reviewing individually a student's disciplinary infraction and dealing with that infraction on an individual basis, apart from the discipline responses listed herein.** The administration will use a wide variety of interventions to insure the safety, health, security, and well being of all the students at LMMS/EYER MS.

Statement of Agreement

1. We agree to respect ourselves and others.
2. We agree not to devalue or discount ourselves and others.
3. We agree to respect the property of ourselves and others.
4. We agree to follow rules in specific areas.
5. We agree to work together courteously and cooperatively.

Acronyms

After School Detention
In School Suspension
Student Assistance Program

ASD
ISS
SAP

Lunch Detention
Out of School Suspension

LD
OSS

TEAM LEVEL

In order to establish and maintain strong teacher-student relationships, we believe discipline issues should be handled at the team level whenever possible. The team and every adult in the school community are responsible for modeling and teaching appropriate behavior to our students.

Team level infractions include, but are not limited to:

Offense	Notes	Team Action
Misconduct	<ul style="list-style-type: none"> - Excessive talking - Unassigned area of the classroom - Misuse of materials - Throwing or tossing items 	<ul style="list-style-type: none"> - Student/Teacher Conference - Behavior intervention - change seat, private cuing, etc. - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p style="text-align: center;">After the third occurrence, refer to administrator.</p>
Insubordination	<ul style="list-style-type: none"> - Passive defiance - Work refusal 	<ul style="list-style-type: none"> - Student/Teacher Conference - Behavior intervention - change seat, private cuing, etc. - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p style="text-align: center;">After the third occurrence, refer to administrator.</p>
Inappropriate language and/or gestures <i>OR</i> Inappropriate Displays of Affection	<ul style="list-style-type: none"> - Words or gestures considered inappropriate in the school setting. - This does NOT include racial/ethnic intimidation, which should be referred to an administrator. 	<ul style="list-style-type: none"> - Student/Teacher Conference - Behavior intervention - change seat, private cuing, etc. - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p style="text-align: center;">After the third occurrence, refer to administrator.</p>

<p>Pass Violation</p>	<ul style="list-style-type: none"> - In location not designated by pass - Wandering the halls/excessive travel time - Pass not signed - Never arrived in designated area 	<ul style="list-style-type: none"> - Student/Teacher Conference - Behavior intervention - pass restriction - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p>After the third occurrence, refer to administrator.</p>
<p>Failure to return forms</p>	<ul style="list-style-type: none"> - Attendance forms - Emergency contact - Guidance 	<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p>After the third occurrence, refer to administrator.</p>
<p>Dress Code Violation</p>	<ul style="list-style-type: none"> - Wearing clothing items that are not compliant with the Dress Code outlined in the Student Handbook. 	<ul style="list-style-type: none"> - Student/Teacher Conference <ul style="list-style-type: none"> - “Your [clothing item] is not compliant with our school Dress Code.” - Student returns to class once dressed appropriately. - Parent phone call <p>After the third occurrence, refer to administrator.</p>
<p>Lying</p>		<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p>After the third occurrence, refer to administrator.</p>

Late to Class	- < 10 minutes tardy	<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p>After the third occurrence, refer to administrator.</p>
Leaving class without permission		<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call - Team conference - In most cases, it is preferable to call home prior to the team meeting. <p>After the third occurrence, refer to administrator.</p>
Cell Phone/Electronic Device Violation	- Use of a personal electronic device without permission	<p>Use Cell Phone Violation Form</p> <ul style="list-style-type: none"> - 1st Offense - Warning - 2nd Offense - Confiscate until end of day; student pick up - 3rd Offense - Confiscate until end of day; parent pick up; teacher calls home. - 4th Offense - ADMIN LEVEL - Confiscate until end of day; parent pick up; admin calls home.
Cheating	Giving, requesting, obtaining, or using content on test, quizzes, projects, or homework.	<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call - Student completes the assignment/activity with academic integrity. <p>After first occurrence, may be referred to administrator.</p>
Plagiarism	Taking someone else's work or ideas and passing them off as one's own.	
Forgery		<ul style="list-style-type: none"> - Student/Teacher Conference - Involve guidance counselor - Parent phone call <p>After the third occurrence, refer to administrator.</p>

ADMINISTRATIVE LEVEL

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, BUT SOMETIMES REQUIRE THE INTERVENTION OF THE SCHOOL ADMINISTRATOR.

Code: 103 Inappropriate attire	Notes: Non-compliance with school dress code <i>See Team Level</i>	1st Offense Administrative warning conference and return to class	2nd Offense 1 LD/ASD *return to class when properly attired	3rd Offense 3 LD/ASD *return to class when properly attired	4th Offense Administrative discretion
Code: 106 Pass Violation	Notes: <i>See Team Level</i>	1st Offense Administrative warning	2nd Offense 1-3 LD/ASD	3rd Offense 3-5 LD/ASD	4th Offense 1-3 ISS
Code: 107 Misconduct	Notes: <i>See Team Level</i>	1st Offense 1-3 LD/ASD	2nd Offense 3-5 LD/ASD	3rd Offense 1-3 ISS	4th Offense 1-3 ISS
Code: 108 A Late to class	Notes: < 10 minutes late <i>See Team Level</i>	5th - 7th Offense 1 LD per occurrence	8th - 10th Offense 2 LD per occurrence	11th - 13th Offense 3 LD per occurrence	14th - 15th Offense Administrative Discretion
Code: 108 B Late to school	Notes: Arriving to class after 7:40	1st - 4th Offense Warning	5th Offense 1 LD per occurrence	6th Offense 2 LD per occurrence	Additional Offenses Administrative discretion

Code: 115 Cafeteria Misconduct	Notes: <i>See Team Level</i>	1st Offense Warning or 1-3 LD/ASD	2nd Offense 1 - 5 LD/ASD	3rd Offense 2 Weeks LD/ASD	4th Offense Administrative Discretion
---	------------------------------	--	--	--	---

Code: 207 Truancy/Unexcused Absence	Notes: After the 5th day of truancy a notice will be filed with the magistrate which may result in a fine.	Follow District Attendance Policy/Procedures UX(Unexcused) Absences. <ul style="list-style-type: none"> ● 1 UX - Absence reflected in Student Management System (SMS) ● 2 UX - Absence reflected in SMS ● 3 UX - Warning Letter Sent ● 4 UX - Warning Letter sent with scheduled Student Attendance Improvement Conference (SAIC) meeting date. ● 5 UX - Citation Letter and Citation sent ● 6 UX- Habitually Truant procedures enacted 			
--	--	--	--	--	--

Code: 217 Inappropriate Affection	Notes: <i>See Team Level</i>	1st Offense Warning	2nd Offense 1 ASD	3rd Offense - 1 ISS - Parent phone call/conference	4th Offense Administrative discretion
--	------------------------------	-----------------------------------	---------------------------------	---	---

Code: 232 Excessive Absence	Notes: After 20 lates to school OR 20 absences, whether excused or unexcused.	Follow District Attendance Policy/Procedures School will require a physician's note to cover all absences, including requests for early dismissals and late arrivals.			
--	---	---	--	--	--

Code: 234 A Electronic Device	Notes: <i>See Team Level</i>	Administrative discretion Consequences may include but are not limited to: <ul style="list-style-type: none"> - Confiscation of phone - Parent asked to pick up phone - Device privileges denied <p style="text-align: right;">Additional offenses - see <i>Insubordination</i></p>			
--	------------------------------	---	--	--	--

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.

Code: 26 Possession, use, or sale of smoking materials or tobacco products.	Notes:	1st Offense - 1-3 Days OSS - Referral to District Magistrate - Referral to SAP	2nd Offense - 1-3 Days OSS - Referral to District Magistrate - Referral to SAP	3rd Offense - 1-3 Days OSS - Referral to District Magistrate - Referral to SAP	4th Offense - 1-3 Days OSS - Referral to District Magistrate - Referral to SAP
Code: 46 Minor Altercation	Notes: Altercation that includes, but is not limited to yelling, shoving, name calling threats - no physical blows. Single offender.	1st Offense 1-3 Days ISS	2nd Offense 1-3 Days ISS	3rd Offense 1-3 Days OSS Parent Conference	4th Offense 1-3 Days OSS
Code: 50 Theft	Notes: Theft or burglary < \$100	1st Offense - 1- 3 Days ISS - Referral to police per admin discretion	2nd Offense - 1- 3 Days OSS - Referral to police per admin discretion	3rd Offense - 3-5 Days OSS - Referral to police per admin discretion	4th Offense - 3-5 Days OSS - Referral to police per admin discretion - Referral to Superintendent
Code: 101 Insubordination	Notes: <i>See Team Level</i>	1st Offense 1-3 Days ISS	2nd Offense 1-3 Days ISS	3rd Offense - 1-3 Days OSS - Parent Conference	4th Offense 1-3 Days OSS

Code: 104 Abusive, Obscene, Profane, Foul, Vulgar, and/or Offensive Language	Notes:	1st Offense 1-3 Days ISS	2nd Offense 1-3 Days ISS	3rd Offense - 1-3 Days OSS - Parent Conference	4th Offense 1-3 Days OSS
Code: 109 Bus Misconduct	Notes: Unacceptable behavior, profanity, insubordination	1st Offense Administrative discretion	2nd Offense Administrative discretion	3rd Offense Administrative discretion	4th Offense Administrative discretion
Code: 204 Detention Cut	Notes: Student intentionally misses LD or ASD	1st Offense 1 additional detention	2nd Offense 2 additional detentions	3rd Offense 1 ISS	4th Offense 1-3 ISS
Code: 205 Class Cut	Notes: Unexcused absence > 10 minutes More than 3 periods missed will become an unexcused absence or truancy.	1st Offense 1 ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense 1-3 ISS * SAP Referral
Code: 205 C Leaving Class Without Permission	Notes: <i>See Team Level</i>	1st Offense 1-3 Days ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense Administrative Discretion

Code: 206 Leaving School Without Permission	Notes: Students returning to school upon leaving without permission may be subjected to search by school official.	1st Offense 1-3 ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense 1-3 OSS
Code: 208 Forgery	Notes: <i>See Team Level</i>	1st Offense 1-3 ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense 1-3 OSS
Code: 210 A Cheating	Notes: Giving, requesting, obtaining, or using content on test, quizzes, projects, or homework. <i>See Team Level</i>	1st Offense 1-3 ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense - 1-3 OSS - Administrator may deny participation in extracurricular activities.
Code: 210 B Plagiarism	Notes: <i>See Team Level</i> <i>See Team Level</i>	1st Offense 1-3 ISS	2nd Offense 1-3 ISS	3rd Offense 1-3 ISS	4th Offense - 1-3 OSS - Administrator may deny participation in extracurricular activities.
Code: 236 Gross Misconduct	Notes: Student behavior is causing or might cause a major disruption or interference with school activities.	1st Offense Administrative discretion	2nd Offense Administrative discretion	3rd Offense Administrative discretion	4th Offense 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.

<p>Code: 10</p> <p>Threatening a school official or student</p>	<p>Notes: Physical, verbal, written, or electronic threat or intimidation; no weapon displayed.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - 1-3 OSS - Referral to police per administrative discretion 	<p>2nd Offense</p> <ul style="list-style-type: none"> - 1-3 OSS - Referral to police per administrative discretion 	<p>3rd Offense</p> <ul style="list-style-type: none"> - 3-5 OSS - Referral to police per administrative discretion 	<p>4th Offense</p> <ul style="list-style-type: none"> - 3-5 OSS - Referral to police per administrative discretion - Referral to superintendent
<p>Code: 15A</p> <p>Vandalism</p>	<p>Notes: <\$100</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - 1-3 OSS - Restitution of damages 	<p>2nd Offense</p> <ul style="list-style-type: none"> - 1-3 OSS - Restitution of damages 	<p>3rd Offense</p> <ul style="list-style-type: none"> - 3-5 OSS - Restitution of damages 	<p>4th Offense</p> <ul style="list-style-type: none"> - 3-5 OSS - Restitution of damages - Referral to superintendent
<p>Code: 23</p> <p>Possession or use of a controlled substance</p>	<p>Notes: See Appendix E - Summarization of Drug and Alcohol Administrative Policies</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	<p>2nd Offense</p> <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	<p>3rd Offense</p> <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	<p>4th Offense</p> <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent

Code: 24 Sale or distribution of a controlled substance	Notes: See Appendix E - Summarization of Drug and Alcohol Administrative Policies	1st Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	2nd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	3rd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	4th Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent
--	--	---	---	---	---

Code: 25 Sale, possession, use, or under the influence of alcohol	Notes: See Appendix E - Summarization of Drug and Alcohol Administrative Policies	1st Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	2nd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	3rd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	4th Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent
--	--	---	---	---	---

Code: 27 Possession of other substance	Notes: See Appendix E - Summarization of Drug and Alcohol Administrative Policies	1st Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	2nd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	3rd Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent 	4th Offense <ul style="list-style-type: none"> - Administrative discretion - Referral to police per administrative discretion - Referral to superintendent
---	--	---	---	---	---

<p>Code 35</p> <p>Sexual Harassment</p>	<p>Notes: Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school activities, or creates an intimidating environment.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>2nd Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>3rd Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>4th Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion - Referral to the superintendent
---	---	---	---	---	---

<p>Code 36</p> <p>Racial/Ethnic Intimidation</p>	<p>Notes: Malicious intent toward another person or property based on race, color, religion or national origin</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>2nd Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>3rd Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion 	<p>4th Offense</p> <ul style="list-style-type: none"> - Administrative Discretion - Referral to Police per administrative discretion - Referral to the superintendent
--	--	---	---	---	---

<p>Code: 42</p> <p>Fighting</p>	<p>Notes: Mutual altercation, exchange of blows damage to persons/property.</p> <p>Includes physical assault.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> - 3-10 OSS - Referral to police per administrative discretion 	<p>2nd Offense</p> <ul style="list-style-type: none"> - 3-10 OSS - Referral to police per administrative discretion 	<p>3rd Offense</p> <ul style="list-style-type: none"> - 3-10 OSS - Referral to police per administrative discretion 	<p>4th Offense</p> <ul style="list-style-type: none"> - 3-10 OSS - Referral to police per administrative discretion - Referral to superintendent
---	---	--	--	--	--

Code: 47 Stalking	Notes: Repeated attempt to cause reasonable fear and/or substantial emotional distress of another	1st Offense - Administrative Discretion - Referral to Police per administrative discretion	2nd Offense - Administrative Discretion - Referral to Police per administrative discretion	3rd Offense - Administrative Discretion - Referral to Police per administrative discretion	4th Offense - Administrative Discretion - Referral to Police per administrative discretion - Referral to the superintendent
--	---	---	---	---	---

Code: 52 Bullying	Notes: Intentional electronic, written, verbal or physical act, or a series of acts: directed at another, occurs in a school setting, is severe, persistent or pervasive, and interferes with the school setting or creates a threatening environment.	1st Offense - Administrative Discretion - Referral to Police per administrative discretion	2nd Offense - Administrative Discretion - Referral to Police per administrative discretion	3rd Offense - Administrative Discretion - Referral to Police per administrative discretion	4th Offense - Administrative Discretion - Referral to Police per administrative discretion - Referral to the superintendent
--	--	---	---	---	---

Code: 116 Disrespecting Faculty/Staff	Notes: Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority.	1st Offense 1-3 Days ISS	2nd Offense 1-3 Days OSS	3rd Offense 3-5 Days OSS	4th Offense Administrative Discretion
--	---	--	--	--	---

Code: 116 Chronic Misconduct	Notes:	1st Offense 1-3 Days ISS	2nd Offense 1-3 Days OSS	3rd Offense 3-5 Days OSS	4th Offense Administrative Discretion
---	--------	--	--	--	---

Code: 229 Computer Misconduct	Notes: 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. <i>District Policy 138</i>	1st Offense - 1-3 Days ISS - Restitution where applicable - Administrative Discretion	2nd Offense - 1-3 Days OSS - Restitution where applicable - Administrative Discretion	3rd Offense - 4-10 Days ISS - Restitution where applicable - Administrative Discretion	4th Offense - 4-10 Days ISS - Restitution where applicable - Administrative Discretion - Referral to Superintendent
--	---	---	---	--	--

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

Code: 1 Simple Assault on Student	Notes: Unlawful physical attack upon another where neither the offender displays a weapon, nor the victim suffers obvious injury.	- Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
--	---	---

<p>Code: 2</p> <p>Aggravated Assault on Student</p>	<p>Notes: Unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury.</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 3</p> <p>Simple Assault on Staff</p>	<p>Notes: Unlawful physical attack upon another where neither the offender displays a weapon, nor the victim suffers obvious injury.</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 4</p> <p>Aggravated Assault on Staff</p>	<p>Notes: Unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury.</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 5</p> <p>Rape</p>	<p>Notes:</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent

<p>Code: 12</p> <p>Robbery</p>	<p>Notes: In the course of committing a theft threatens or intentionally puts victim in fear of bodily injury</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
--	---	---

<p>Possession of:</p> <p>Code: 21 Knife</p> <p>Code: 22 Other Weapon</p> <p>Code: 39 Handgun</p> <p>Code: 40 Rifle/Shotgun</p> <p>Code: 43 Cutting instrument (Razor, Box Cutter, etc)</p> <p>Code: 45 BB/Pellet Gun</p>	<p>Notes:</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
---	---------------	---

<p>Code: 14 Arson</p>	<p>Notes: Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 15 Vandalism</p>	<p>Notes: > \$100</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 18 Bomb Threat</p>	<p>Notes:</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
<p>Code: 14 Terroristic Threats</p>	<p>Notes: Communicates, either directly or indirectly, a threat to: (1) Commit any crime of violence with intent to terrorize another; (2) Cause evacuation of a building, place of assembly or facility of public transportation; or (3) Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience.</p>	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent

Code: 20 Theft	Notes: > \$100	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent
Code: 216 Arson	Notes: Knowingly caused a false alarm of fire or other emergency to be transmitted to or within an organization involving danger.	<ul style="list-style-type: none"> - Immediate full suspension (4-10 days OSS) - Referral to police - Referral to Superintendent

APPENDIX B SMOKING AND/OR TOBACCO USE

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

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

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

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

**** Refer to East Penn School Board Policy Section 222 Tobacco for details outlining school code, definition, authority, and discipline.**

APPENDIX C HARASSMENT POLICY

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

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

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

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

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

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

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

Principal or Assistant Principal

Guidance Counselor

Teacher

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

Hazing Policy

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

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

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

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

APPENDIX D WEAPONS POLICY

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

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

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

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

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

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

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

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

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

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

Weapons under the control of law enforcement personnel are permitted.
(SC 1317.2; Act 26 of 1995; Pol. 233; P.L. 91-230, 20 U.S.C., Sec 1400 et seq.)

APPENDIX E

*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 for 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>	<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.</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>Submit data and materials to police for analysis and request a police report.</p>	<p>Implement SAP support strategies</p>	<p>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</p>
<p>SECOND OFFENSE A student possesses, uses, or is under the 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>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.</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>Ten (10) days out-of-school suspension. Required assessment by a licensed D& A facility. Appointment must be scheduled within the suspension period. Failure to comply may result in further disciplinary consequences. Possible referral to School Board for Expulsion Hearing.</p>

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

SITUATIONAL DISCIPLINE CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS/ GUARDIANS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION
<p>A student distributes alcohol, mood altering substances, "look-alike" substances or suspected drug paraphernalia during school sponsored activity on or off school property.</p> <p>Refer to definition of terms.</p>	<p>Staff member will contact principal or designee. Principal or designee will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Referral to SAP Team.</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 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>

UNAUTHORIZED GROUP POLICY

IN THE INTEREST OF MAINTAINING A SAFE AND ORDERLY EDUCATIONAL ATMOSPHERE FOR ALL STUDENTS, THE 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, HAND SIGNS, 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 F PERSONAL COMMUNICATION DEVICES

Student use of student owned personal communication devices including, but not limited to: cellular telephones, beepers, digital cameras, video cameras, iPods, mp3 players, or other devices that have the capability to take photographs or record audio or video or text messaging is prohibited during the school day (7:35 am to 2:25pm) in the school.

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

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

1. **The cellular phone must be turned off and remain off from 7:35am to 2:25 pm.**
2. **The cellular phone must be properly stored during school hours within the student's assigned locker or other area designated by the school administration**
3. **The cellular phone must remain off during a school evacuation**

EXCEPTION

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

School Administration also prohibits possession of laser pointers in any school zone including the bus and bus stops.

The school shall not be liable for the loss, damage or misuse of any personal communication device brought to school by a student. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's IEP.

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

Telephone Pager/Beepers

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

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

References:

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

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

East Penn School District Policy No. 138.1, 100 Programs Section: Acceptable Use of Technology Resources, Electronic Communication and Information Systems