

**DONEGAL  
SCHOOL DISTRICT**

**Code of Student Conduct**

Board Approved  
June 9, 2009

Revised & Approved  
June 3, 2010  
June 7, 2012  
June 13, 2013

Donegal School District is an equal opportunity education institution and will not discriminate on the basis of age, disability, gender, national origin, race, religion, or sexual orientation in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and the American Disabilities Act. All written materials are available in an alternate format upon request.

Dear Student and Parent/Guardian:

This Code of Student Conduct outlines the expectations, rules and regulations that are designed to maintain a standard of conduct in the schools of the District. The publication is intended to accomplish the following purposes:

1. It meets the legal requirements of Section 12.3(c) of Title 22 of the Pennsylvania Code, which requires that the District adopt a code of student conduct and distribute copies to both students and parents. To comply with this provision, the Code of Student Conduct will be included in a condensed format in student handbooks and/or district calendars; in addition, the complete form is available on each school's website. It also meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative.
2. It establishes a rational standard of behavior that is expected of students in achieving the objective of providing a safe environment for the pursuit of knowledge.

The Code of Student Conduct is to give District students and their parents/guardians an understanding of the general expectations, rules and guidelines for attending and receiving an education in our schools. In case of a conflict between Board Policy and the provisions of this code, the Policy most recently adopted by the Board will prevail.

Please review this document with your school-aged child/children so that we can work together to help them assume a responsible role in our school setting.

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## FOREWORD

In order to provide a safe learning environment for students, schools have a responsibility to develop reasonable expectation, rules, and regulations regarding student conduct. Teachers must be able to teach and students must be able to learn in an environment that is safe and free from undue disruption. The Code of Student Conduct is intended to address this goal.

## ELEMENTS OF A POSITIVE LEARNING ENVIRONMENT

The maintenance of a positive learning climate in the schools of the District is dependent upon the provision of a safe environment free from undue interference or disruption. This Code of Student Conduct is intended to provide a basis for this interaction and cooperation of certain critical elements.

To accomplish this objective, four critical elements must exist:

1. Guidelines, rules and regulations that apply to student conduct, the consequences for violations and the rights and responsibilities of individuals within the system have been developed.
2. School personnel must work diligently to insist upon proper behavior and guide students toward self-discipline.
3. Students must be aware of expectations, rules and regulations and assume responsibility for their behavior.
4. Parents/Guardians must be familiar with the expectations, rules and regulations and support the school in its effort to provide a safe and productive learning environment.

## GENERAL PROVISIONS

### **Free and Appropriate Public Education (FAPE)**

All persons residing within the Donegal School District between the ages of 5 years 7 months by Sept 1 of the attending year and 21 are entitled to a free and appropriate education in the public schools of the District. Parents and guardians of all children between the ages of 8 and 17 are required by the Compulsory Attendance Law to ensure that their child(ren) attend school. Students who have not graduated and are attending regularly may not be asked to leave school after they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from school or from extra-curricular activities because of marriage or pregnancy, unless it can be medically determined that the activity would be harmful to the health and welfare of the individual. Consistent with the Pennsylvania Human Relations Act (43 P.S. ss 951-963) and all other non-discrimination statutes, no student shall be denied access to a free and appropriate public education on account of disability, gender, national origin, race, religion, gender, or sexual orientation.

## **Educational Environment**

The Donegal School District is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of age, disability, gender, national origin, race, religion or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another employee's/student's worth or educational experience. Students who feel they are being harassed should see an administrator or guidance counselor.

The District does not intend to regulate any particular viewpoint or content, that is, free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school.

## **LEGAL AUTHORITY**

Public schools are governed by the complex interaction of the U.S. Constitution, federal law and regulations, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, the Regulations of the State Board of Education, adopted policies of the Board of School Directors and court decisions. Administrative regulations at the District and building levels flow from these laws.

The general authority of school officials can be found in Section 510 of the School Code that reads in part: *"The Board of School Directors in any school District may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the District, during such time as they are under the supervision of the Board of School Directors and teachers, including the time necessarily spent in coming to and returning from school."*

This general authority is extended to administrators and teachers in Section 1317 of the Code. This section gives school personnel in Loco Parentis (in place of the parent) status and reads: *"Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian, or persons in parental relation to such pupils may exercise over them."*

This broad authority is limited by the constitutional rights of students, court decisions, and the Regulations of the State Board of Education. All actions under this section must meet the test of reasonableness.

Suspension and expulsion of students, the most serious penalties for misbehavior, are also authorized by statute. Section 1318 of the statute provides: *"Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct and any principal or teacher suspending any pupil shall promptly notify the District superintendent or secretary of the Board of School Directors. The board may, after a proper*

*hearing, suspend such child for such time as it may determine or may permanently expel him. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board."*

The Board of School Directors of the Donegal School District has adopted policies that relate to its expectations regarding school climate and pupil conduct. Copies of these policies are available in the District office and on the District website.

## **EXPECTATIONS**

### **Student Responsibilities (from 22 Pa Code 12.2)**

Student responsibilities include regular attendance, conscientious effort in classroom work/homework and adherence to school expectations, rules and regulations. Most of all, students share a responsibility to develop and support an appropriate learning environment. While no student should interfere with the education of fellow students, please understand that students with exceptionalities may have unique needs that can and should be met within the regular classroom setting. It is the responsibility of each student to respect the rights of all parties who are involved in the educational process.

Students are expected to:

1. Be aware of all expectations, rules and regulations for behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information to the appropriate school personnel in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health and to not cause substantial disruption to the educational process.
4. Assist the school personnel in operating a safe school.
5. Comply with all local, state and federal laws.
6. Exercise proper care when using all facilities and equipment.
7. Attend school daily and be on time for all classes and school functions.
8. Make up work and assessments when absent from school.
9. Complete the courses of study prescribed by Commonwealth and Donegal School District authorities.
10. Report accurately in student media.
11. Use appropriate language in student media or on school premises.

### **Dress Code**

The Board of School Directors in any school entity may require specific expectations on dress and may require pupils to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity (Section 1317.3 of the School Code).

Aspects of personal appearance require one's attire to be neat and not create a health or safety hazard or disrupt the educational process. Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas – i.e. labs and physical education classes – may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, etc.

Students who require exemptions to the dress code due to religious or medical reasons should see a building administrator. Appropriate written documentation must be provided. Student dress and general appearance is a shared responsibility among students, parents/guardians and the school. Students of the Donegal School District are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions and in a way that reflects individual, family, and school pride. Students wearing prohibited attire will be asked to change or call home for proper attire. Flagrant or repeated offenses may result in disciplinary action. The following additional guidelines will apply:

1. Muscle shirts, spaghetti strap shirts, tank tops, "off the shoulder" shirts, halter tops, tube tops, midriff, see-through or backless shirts and blouses are not permitted. Shoulder coverings must be at least two inches in width.
2. A student's abdomen, back, cleavage, and undergarments should not be exposed.
3. The length of skirts, dresses and shorts shall reflect modesty and good taste. Length should reach a minimum of mid thigh.
4. Pants should be of appropriate size and fit, and pants that lace up the sides must be tightly laced.
5. Clothing should be neat and have a tailored appearance, free from inappropriate holes, writing, pins, chains etc.
6. Articles of clothing or personal items that exhibit the advertising signs, symbols or the slogans or phrases of alcohol, drugs, weapons, or tobacco products are not considered appropriate for school dress for students. Clothing, outerwear, purses or backpacks that exhibit slogans, phrases or symbols such as swastikas or confederate flags that would be considered offensive because of their violent, sexual or racial connotations are unacceptable and strictly prohibited.
7. Other apparel items, glasses/contacts, etc. that are offensive in nature and/or are disruptive to the learning environment shall not be worn.
8. Tattoos that are offensive and/or disruptive to the learning environment shall be covered.
9. Hats, head scarves, hoods, do-rags, skullcaps, and like items as well as sunglasses may not be worn inside the building.
10. Leisure wear and sleepwear including slippers may not be worn.
11. Any body piercings which present a health and/ or safety problem or create a distraction to the positive learning environment are prohibited.
12. Wallet/dog chains and spiked jewelry are not permitted.
13. Gang clothing, symbols or other items associated with gangs may not be worn, displayed or carried.
14. Safe footwear shall be worn at all times.
15. The dress code applies to all school sponsored events, including dances, co-curricular events, etc.

Faculty advisors and coaches of extra-curricular activities are authorized to recommend to the building administrator any reasonable specific dress or hair requirement or exceptions to the Student Dress Code they deem suitable for participation in the activity in accordance with the school's dress code.

### **Sportsmanship**

Sportsmanlike student and fan behavior is expected at all District events. The District asks all students and fans to conduct themselves in a manner that reflects personal and school pride. We ask students and fans to be positive role models through their words and actions and to politely censure others in attendance whose behavior is inappropriate. While in attendance at after-school events, all school rules are in effect and violations include, but are not limited to, being removed from the game/premises or receiving a suspension from school and/or prohibition from attending future events.

### **Attendance: General Information**

**Section 1327** of the Pennsylvania School Code, requires students to be in regular attendance. Good attendance and punctuality are important in academic success. Upon receipt of satisfactory written evidence explaining the reason for an absence, a principal may excuse an absence. The Donegal School District requires written documentation to be turned in within three school days after the absence. Failure to turn in a written excuse within three school days results in the absence being unlawful. Parents/guardians may mail or fax written excuses within the three days if they choose to do so. The responsibility for submission of excuse cards rests with the parent/guardian. The school provides an excuse card; however, a handwritten note from the parent/guardian is also acceptable. Students who are required to submit a doctor's excuse must follow the same procedure and timeline. A doctor's excuse must be signed by a medical practitioner verifying the student's absence. It is recommended that students ask at the doctor or dentist for an official excuse before leaving the appointment.

### **Attendance: Extra-curricular**

In an effort to stress the importance of academics to students, the District has instituted the following Attendance Policy. Students must be in school for 180 minutes per school day in order to be eligible for all clubs, activities, and/or practices and/or contests. This excludes funerals, job shadowing, and college visitations. A student, who is excused and/or unexcused absent from school for a total of 20 or more school days (7,820 minutes) during one semester, shall not be eligible to participate in any club, activity, and/or athletic contest/practice until the student is in attendance for a total of 60 school days (23,400 minutes). On the 61<sup>st</sup> school day following the twentieth day of absence, the student will be reinstated to extra-curricular and co-curricular activities. This restriction may be waived for students with 20 or more days of absences as a result of a legitimate disability that prevents the student from attending school.

If a student is sent home by the nurse, he/she cannot return to practice or participate in his/her activity that day or evening without administrative approval.

### **Attendance: Absences**

When a parent/guardian sends a written explanation to school about an absence of a student, the absence is not automatically excused. It becomes an excused absence when the administration has classified it as such in accordance with the attendance policies of the Donegal School District.

Excused absences, as permitted by the State Department of Education, are granted for illness, death in the family or near relative, court summons, medical or dental appointments, in-school suspension, out-of-school suspension, approved school activities, approved school field trips, personal catastrophe, religious holidays, impassable roads and quarantine.

Unlawful absences may include truancy, cutting a class, out of town, missed the bus, car trouble, not checking in or out of the office, unexcused tardy, driver license exam and absence through parent neglect. Unlawful absences are temporary and may become excused upon the presentation of a written note, from a parent/guardian, that provides reasons compatible with the definition of an excused absence.

Students, regardless of age, may not sign a parent's/guardian's name on an excuse card. Parents/Guardians may call the school office to report a student absence. However, the parent/guardian must still send a written explanation to meet the requirements of the school attendance policy.

### **Attendance: Excessive Absences**

Any student who misses excessive days of school without prior approval and/or arrangements (home-bound instruction) from the Donegal School District may be recommended to the Donegal School Board for expulsion by the administration.

Upon 10 days of unexcused absences, with the exception of medical and family trips, a letter shall be sent to the parent/guardian requiring a doctor's excuse for all future absences. Failure to present a doctor's excuse will result in an unexcused absence. Extenuating circumstances should be brought to the attention of the building administrator. Pursuant to the State Board of Education Regulations 22Pa Code 11.24. Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall be removed from the active membership roll unless one of the following occurs or the superintendent overrides this action due to extenuating circumstances:

1. The District has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

### **Attendance: Anticipated Absences**

Students who wish to be excused for anticipated absences which may include but are not limited to family vacations, religious functions or showing at the Pennsylvania Farm Show should file a

request five (5) school days in advance of the scheduled absences. Parents should fill out the Pre-Approved Trip Form for each child, which may be secured by the student in the office of his/her school or located on the school's website. High school students should speak with the counselor regarding the guidelines and requirements for college visitations. In addition, please refer to District Policy 204 (attendance).

### **Truancy: Excessive Unexcused Absences**

Truancy from school or class is an absence without parent/guardian permission or an absence that is ruled as unlawful by the Administration. Truancy is an unlawful absence. Truancies may result in a parent/guardian conference, suspension, and possibly lead to a recommendation to Children and Youth Services. The parents/guardians of students under 17 years of age who accumulate three unlawful absences shall be sent an offense notification letter notifying them of this violation. These parents are liable for prosecution for subsequent unlawful absences according to the compulsory school attendance laws of the Commonwealth of Pennsylvania. Subsequent notices will be filed with the local District Magistrate for prosecution. Truancy Elimination Plans will be developed in accordance with district procedures.

### **Attendance: Student Release during the School Day**

The Donegal School District will release a student during the school day under the following circumstances: Students will be released from school only to their parents/guardians or persons authorized on the student emergency card. Parents/guardians or authorized agents must sign the early dismissal log indicating the date, time and reason why the student was released from school.

If a student is ill, the nurse or other district personnel will call the parent/guardian to pick up the student at school. Parents/guardians may indicate to school officials who may pick up their child through written authorization such as a faxed or signed note. Parents/guardians may also indicate through written authorization that a student may be released from school under his or her own supervision. An excuse card is required upon the student's return to school.

If a student presents a parent/guardian note for early dismissal prior to the beginning of the day, arrangements for the dismissal of that student will be made at the requested time. If the student is to leave without a parent/guardian appearing at school, school personnel shall call the parent/guardian to verify the early dismissal. A telephone number where a parent/guardian can be reached on that specific day must be provided for all early dismissals. If the parent/guardian of a student cannot be reached, the student will not be given permission to leave early. Students and parents/guardian should use this procedure to avoid unnecessary class interruptions and having to wait for a student. Teachers do not have the authority to release students early from school. Students who are 18 years old or older must follow the procedures as outlined above.

### **Attendance: Dismissal from School**

No students are to be in the halls after dismissal time without the authorization of the administration or under the direct supervision of a faculty member.

Students who participate in activities that start later than 3:00 p.m. will be allowed to stay in the building only under the direct supervision of coaches, advisors, and/or district employees(s). Students who return for an activity will be admitted into the building five (5) minutes prior to the beginning of a rehearsal or meeting or 30-45 minutes prior to an event.

Students are not permitted to wait after school for a later activity. For example, if a practice, rehearsal or game begins at 5:30 p.m., students may not linger at school until that time.

### **BEHAVIOR SUPPORT**

The Public School Code of Pennsylvania gives every teacher and administrator the right to exercise the same authority as to the conduct and behavior of students in the school during the time they are in attendance, including the time required in going to and from their homes, as parents, guardians and persons in parental relations may exercise over them.

Though corporal punishment is forbidden, school personnel may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self defense.
4. For the protection of persons or property.

The use of physical restraint may be used by school personnel when a student is at risk of self-injury, injuring others or damaging property and when other behavioral deterrents have failed.

Behavior management techniques, strategies and procedures will be used to the extent necessary to ensure that schools are not disrupted by inappropriate student behavior. Functional Behavior assessments will be developed as appropriate to assess student behavior. IDEA regulations will be followed for all disciplinary infractions for exceptional students with IEP's.

### **Searches**

School authorities may search a student's locker or desk and seize any unauthorized materials. Students are specifically advised that they should have no expectation of privacy with respect to their use of such lockers or desks which are subject to random, periodic and/or sweeping inspections and searches (including the use of certified scent dogs). Such materials may be used as evidence against the student in disciplinary proceedings. Prior to an individual locker search, the student shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers can be searched at any time without a prior warning.

If a student is suspected of possession of illegal or unauthorized materials on his or her person or in his or her personal belongings, the student shall be referred to the principal or assistant principal. The administrator will speak with the student privately to share the allegations and to

ask the student to consent to a search. If the student resists or uses force, the police may be called for assistance.

If school authorities have reasonable suspicion a student has illegal or unauthorized material in his or her vehicle on school property, absent compelling circumstances, the student shall normally be notified and given the opportunity to be present while school personnel conduct a search of the vehicle. School personnel will notify law enforcement authorities and advise them of the circumstances which led to their belief of the possession of illegal or unauthorized materials. Possession of illegal or unauthorized material in a vehicle on school property will result in removal of parking privileges in addition to the disciplinary consequences related to the offense.

### **Off-Site or After-Hours Conduct**

In some circumstances, off-site or after-hours conduct may subject students to school discipline. Whether school discipline will be imposed depends on whether the misconduct causes disruption or it is reasonably foreseeable that disruption may result. The actual or foreseeable disruption may be to school work or to the school community, by using school property or equipment or by involving school activities or interactions in the planning, organizing or advertising of the misconduct, including but not limited to conduct utilizing various forms of technology.

All areas/facilities used for school events are covered by school policy. Examples include, but are not limited to: athletic fields and parking lots as well as other facilities/parking areas for such events as the prom, graduation, concerts, fun nights, etc.

### **Contact with Law Enforcement Agencies**

The Board of School Directors has established a policy with regard to contact with law enforcement agencies involving discipline as a result of activities occurring on school property or at a school event. Some examples of law enforcement contact are as follows: Police assistance will be requested when a person fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist or when any action threatens the health, safety or welfare of any person. The police will also be contacted when any non-law enforcement person is in possession of a dangerous weapon. Police will be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device and Cosmetics Act (Purdon's Pennsylvania Statutes, 35 P.S. Sections 780-101 through 780-144) or drugs, including those which fall under the "look alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state or federal law depending on the seriousness of the incident or when reporting student conduct that may constitute a crime is required by law. Victims of violations of local, state and federal law may choose to file charges under these statutes independent of school disciplinary actions. School personnel are often asked why they do not file charges for some specific student disciplinary incidents. While the school has broad discretion in student discipline matters, the school does not have jurisdiction to file charges in all incidents. The police and/or the District Attorney will make that decision after an incident report is filed by the school.

## **Weapons, Ammunition and other Hazardous Items**

Students are not permitted to have weapons, ammunition or other hazardous instruments or materials in their possession in school, on school property, at a school-sponsored event or on school transportation. Violations of the Weapons Act, explained below, are a serious matter and carry a mandatory consideration of expulsion from school for a period of a full calendar year.

Act 26 of 1995 of the Pennsylvania Legislature provided additional requirements for reporting and required the development of a Memorandum of Understanding between the School District and the police departments of jurisdiction. A Memorandum was developed and includes the following guidelines for notification:

1. As used in this statement, the term “weapon” shall be identical to the provisions of Section 1317.2 of the Public School Code which reads: “The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury”. Replica weapons and “look-alike” weapons are also prohibited.
2. The principal/designee of each school in the Donegal School District shall report all acts of violence and incidents that involve the possession or use of a weapon to the Superintendent. Verbal notification should occur as soon as practical after the event followed by a written report within 24 hours.  
The written report shall include the following:
  1. Name, age and grade of the student.
  2. Name and address of the school.
  3. Circumstances surrounding the incident, including type of weapon and extent of injuries, if any.
  4. Name of law enforcement officer involved.
  5. The name, address and telephone number of the parent with an indication as to whether or not the parent was contacted and the extent of their involvement with the investigation.
3. The administrator dealing with the incident shall immediately contact the appropriate police department and request their assistance in all incidents involving a weapon or “look alike” weapon on school property, any school sponsored activity or any school owned or leased vehicle transporting students to school or school activities. A reasonable effort will be made to contact the parent and invite them to be present for the investigation. If appropriate, the responding officer shall be encouraged to consider filing criminal charges.
4. The administrator will then file a detailed report to the Superintendent.
5. The administrator will file the appropriate reports to the Department of Education and the Chief of Police of the appropriate police department in all incidents of possession of weapons or violent behavior. These reports should be filed as soon as possible.
6. The Chief of Police and an administrator, designated by the superintendent, of the Donegal School District shall conduct an annual review of the Memorandum of Understanding and, if needed, amend appropriate protocols and procedures.

## **Bullying, Intimidation, Harassment or Extortion**

The school strives to establish and support an environment within the school setting that is free of bullying, intimidation, harassment, and extortion.

Not only do these actions harm the intended victims, they also affect the climate of the schools and the opportunities for students to learn and achieve in school. Acts that occur outside of the school setting shall be the responsibility of the parent/guardian of any involved student. However, if the result of a student's action outside of the school setting causes a substantial disruption to the orderly operation of the school, school officials may lawfully respond as appropriate.

## **Bullying and Harassment**

The Board of School Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying and harassment create an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits, within the school setting, bullying/cyber bullying and harassment by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent and/or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Substantial creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying via any form of electronic communication including, but not limited to phone, text messaging, internet, websites, email, blogs, chat rooms, and/or instant messaging.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

The Board encourages students who have been bullied, harassed, or who are aware of bullying to promptly report such incidents to the building principal, school counselor, teacher, or other adult. Each student and district employee shall be responsible to respect the rights of others and to support a school atmosphere that is free from bullying and harassment.

## **Hazing**

Students are prohibited from conducting any activities that involve hazing. For 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 student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or as a condition for continued membership in or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance or any other forced physical activity which adversely affects physical health and 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 could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or participation in an organization or team is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.

## **Unauthorized Devices & Confiscation**

According to Section 1317.1 of the Public School Code, the possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school sponsored activities and on buses and other vehicles provided by the District. Students who have a need to be contacted should make special arrangements through the school office so that instruction will not be interrupted by students using these devices. Due to the potential safety hazard, laser pointers, shock pens and gaming devices are also not permitted in school. Cellular phones are to be turned off and out of sight during school hours, unless being used as part of an instructional activity supervised by a teacher. The District will not be responsible for electronic devices lost, stolen or damaged.

Electronic devices that cause interruptions in the educational process may be taken by teachers and administrators and turned in to the office. These will be available for students or parents at the discretion of the administration. Any devices that may pose a safety hazard will be returned only to a parent. Illegal materials will be turned over to the police. Personal use of cameras, video equipment and/or other electronic recording devices is not permitted without prior approval of the administration.

## **Smoking and Use of Tobacco**

Act 145 of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use and/or possession of tobacco by pupils in school buildings and on school buses and on school property owned by, leased by and under the control of the Donegal School District. To protect the health of the future citizens and to provide role models for the youth of the District, the Donegal School District has enacted by resolution a smoke-free environment in all enclosed areas of the District and has prohibited smoking by all persons on

school property. Portions of this Act and policy are enforceable under civil penalty with a fine which may exceed fifty (\$50.00) dollars plus court costs.

### **Video Taping/Media Release**

The Donegal School District has numerous opportunities throughout the year to release pictures and/or news information about our students to the local media including newspapers, radio and television stations. This information is also used in district-wide publications. The purpose of the pictures and information is to promote our District's programs and goals. There may be times when a classroom or school program is video-taped for archival or public relations reasons. If parents/guardians prefer that pictures of or information about their child/children NOT be used for these purposes, they will need to advise the building principal in writing annually. Videotaping/photographing students by parents, guardians and visitors during the school day without permission of the administration is prohibited.

### **Security Cameras**

Video recordings, which are used on the District's premises, and may be used on school buses to monitor safety and behavior, may be used for disciplinary and/or criminal proceedings.

### **District Medication Policy**

All medication (prescribed or over-the-counter) must be brought to school by a parent/guardian or other responsible adult and must be accompanied by a signed written order from a doctor and contain a parent's/guardian's signature. Medication must be brought to school in the original container.

No medication will be given without proper consent, including all daily medication, bee sting medication, and inhalers. The consent form must include the following information: student name, name of medication, dosage and route, time medication is to be taken, reason for taking medication, name of physician prescribing medication, dates medication is to be taken, and possible side effects.

Any change in the original medication order (such as a change in dosage or a discontinuation) requires a new written order from a physician. The student is responsible for reporting to the nurse's office at the designated time to take the medication. Non-prescription nutritional or herbal supplements will be administered only with written authorization from a parent and a physician.

Students may carry inhalers, bee sting medication, iodine, and diabetic equipment/medication with them as long as they have written permission from a doctor and parent/guardian, stating that the student is both capable and responsible for self administering the medication. The student must notify the nurse immediately upon each use for follow-up. Other than the above list, medication may not be kept in the student's locker, purse, backpack, or on the student's person, etc.

Medication provided by school will be given as long as the nurse's office has parent/guardian permission. The required form is sent home at the beginning of the school year with emergency contact information.

Any student who possesses, uses, or distributes any medication (whether prescribed or non-prescribed) is in violation of this policy and is subject to disciplinary action. A violation of the Medication Policy will result in a *minimum* assignment of suspension and may involve a hearing with the Board of School Directors.

## **Drug Abuse**

Students may not possess, use, distribute or deliver controlled substances, "look-alike" drugs, drug-related paraphernalia, or alcoholic beverages at school, on school grounds, or while engaged in activities subject to the control by the District.

For the purpose of this section, the following definitions will apply:

Controlled Substance - A controlled substance is any substance, the possession, use or delivery of which is regulated by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, found in Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144, as amended.

"Look-Alike" Drug - A "look-alike" drug is a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance.

Alcoholic Beverage - An alcoholic beverage is any intoxicating liquor, wine or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, and Art. 1, Section 101, et seq., as amended.

Mood-Altering Substance – Any substance inappropriately used by a student that is intended to alter mood or is a health endangering compound.

Transfer/Distribution – To deliver, sell, pass, give or share from one person to another or to aid therein.

Drug Paraphernalia – Any utensil or item that, in the judgment of the administration, can be associated with the use of drugs, alcohol, mood-altering or health endangering substances or as the term is defined in the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, found in Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144, as amended.

Students who possess, use, or distribute alcohol, controlled substances, look-alike drugs or related paraphernalia while at school or school-sponsored activities will be subject to disciplinary action. All violations shall be referred to the appropriate police departments for their disposition. None of the provisions of this policy shall be construed to prohibit or regulate student's use, possession or transportation of medication prescribed for the student by a licensed physician. Students using over the counter and prescription medications are required to follow the District Medication Policy.

### **Student Assistance Programs**

Active Student Assistance Programs are in place at both the elementary and secondary schools in the District. The major focus of this program is to help students experiencing problems related to drugs, alcohol and mental health issues to interface with agencies in the community which can provide ongoing counseling assistance. Specific disciplinary violations involving substance abuse may require the student to participate in and successfully complete the Student Assistance Program assessment and any recommended counseling and/or interventions.

A student with a drug-abuse related problem seeking help and advice from school personnel shall not be reported as an infraction of the prohibition and shall not be penalized. School personnel from whom the student requests assistance will refer the student to the appropriate counselor, school nurse, or designated member of the Student Assistance Program. Communication will be held confidential in accordance with Act 63 of 1972, unless immediate treatment appears necessary. If medical treatment appears necessary, the parent/guardian will be notified immediately.

## **NETWORK / INTERNET USE POLICY**

### **Responsible Use Guidelines for the Internet**

The District recognizes the benefits of providing students and staff members access to the Network/Internet. Students and personnel of the Donegal School District have an opportunity to access the Network/Internet to be computer literate in an increasingly technological world, to foster educational growth in technology, to gather information and to improve communication skills. It is understood that the District does not have sufficient personnel to monitor every aspect of student use of the Network/Internet. Therefore, the purpose of the Acceptable Use of Network/Internet Guidelines of the School District is to foster independent and appropriate use of the District's network, subject to compliance with procedures and standards for appropriate network behavior and communications. The Acceptable Use of Network/Internet Guidelines apply to all users who access any network connection of Donegal School District.

Violation of these Acceptable Use of Network/Internet Guidelines may result in discipline, subject to the Student Disciplinary Code and/or staff and administrative discipline and is subject to guidelines adopted by the Board of School Directors.

Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall

be authorized to use the network. The District reserves the right to update and/or modify the basic minimum skills necessary for network access.

Accessing or transferring materials to or from any Donegal School District network without the consent of the owner is a violation of federal law and is expressly prohibited. It is understood that use of the network is a privilege. The primary use of the network shall be reserved to those individuals who utilize materials that are of “educational value” to students of the Donegal School District. For the purpose of these Guidelines, “educational value” shall mean those areas of network access that have a direct impact on the student’s educational program at the District. Use of the network for e-mail to be remitted to friends, chatting, social networking, reading jokes, blogging, searching sport sites, gaming or other actions that are not directly related to school curricula are not deemed to be of “educational value.” Use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening and racially offensive and/or illegal material or other prohibited activities shall not be permitted. The District will use reasonable efforts to prevent such material from entering the school network, within the confines of the law. Individuals are encouraged to report such entry of material into the system to an administrator.

Students may not use the District’s network to transmit or post personal information about other students or District staff without prior written approval from that individual and a building administrator. All users of the network must comply with the electronic Communication Privacy Act of 1986, as amended and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of email messages by third parties, as well as online appropriateness of certain material being remitted on the Internet. The Act does permit interception or disclosure if either the sender or receiver of the communication consents. Further, the Act recognizes that the School District may monitor student and staff email messages, as long as the interception device is included in the email equipment.

Any attempt to research or circumvent system security, guess or obtain the passwords of others or in any way gain unauthorized access to the network resources is forbidden and shall result in disciplinary action. Use of the Internet for commercial gain or profit is not allowed. Users may not move, repair, reconfigure, modify or attach external devices to the system without prior approval from the administration. The District reserves the right to monitor all network accounts. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules. Time restrictions on use of the Internet may be imposed to ensure quality of use.

The District administration reserves the right to use electronic devices, cards or any other media to monitor how individuals perform their research in order to determine whether or not an employee or student is using the system for items of true “educational value.” Employees of the school will assist in the monitoring of student use of the Network/Internet. Students or employees who violate the network guidelines of the District may be denied future network privileges for a defined period of time or be subject to additional disciplinary measures as set forth in the Code of Student Conduct or in any other rules of the District, which may be applicable.

Parents/Guardians will be asked to sign a form similar to the following:

I understand that the network has opened a vast resource for school entities throughout the United States. I understand students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand the Network/Internet opens up the possibility of students having access to possible defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material by “surfing through the Internet.” While, the Donegal School District will use its best efforts to limit such access to only areas of educational value, I understand that no matter how much supervision and monitoring the District provides, there will always be the potential for students to come in contact with inappropriate information such as is noted above. Notwithstanding this fact, I consent to the use of the Network/Internet.

Note: Access to the Network/Internet is not permitted until the parent/guardian returns a signed document granting permission for access. If the parent/guardian does not wish to grant permission for his/her child to use the Network/Internet, a written document signed by the parent stating that the student may not use the Network/Internet must be given to the appropriate building administrator each school year.

Students will be asked to sign a form similar to the following:

I have read, understand and WILL abide by the Donegal School District’s Acceptable Use of Network/Internet Guidelines. I realize that violation of these provisions may result in loss of Network/Internet privileges, as well as disciplinary actions.

### **Plagiarism/Cheating**

Students are prohibited from plagiarizing or cheating when completing assignments for academic courses, standardized tests, or other requirements as part of their education at the School District. For the purposes of this rule, the term *assignment* means a written, recorded, pictorial, artistic or other academic task.

Students should follow the writing and citation guidelines provided by their teachers. Students may routinely be required to provide reference materials to verify sources or a computer service may be used to verify the accurate use and citation of source material. Further, a check of sources may also be based on a random selection of students or an entire class. The District may use a program such as Turn-it-in.com to help determine if plagiarism or cheating has taken place. If the administration determines that plagiarism or cheating has occurred, the assignment grade may well be reduced.

Cheating involves one or more of the following actions:

- To provide or use the work of another person as your own.
- To copy information from another student’s test, examination, book, report or paper.
- To plagiarize or to use another person’s idea.

- To prepare for cheating in advance such as having a copy of a test to be given or having been given, using the test or notes during a test or examination or talking while taking quizzes, tests or examinations.
- To use any electronic device to aide in the educational endeavor.

## **DISCIPLINARY OPTIONS**

### **After/Before School Detention**

Detention is the keeping of students before or after school hours for disciplinary purposes. Students involved will have advance notice in order to make transportation arrangements. Disciplinary detention procedures and scheduling will be determined at the building level.

### **In-School Suspension**

An in-school-suspension assignment, held during regular school hours, is an administrative disciplinary action, which temporarily removes the student from his/her regular class schedule. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. An attempt will be made to notify the parent/guardian of the student on the day the suspension is imposed. The parent/guardian will also be notified in writing with a copy of the suspension also forwarded to the superintendent's office. The student is assigned to a highly structured, restrictive educational setting for a period of one (1) to 10 consecutive days. The student's educational progress, supervised by a staff member, continues within this setting. Credit is given for classroom work completed. Privileges that were restricted as a result of the suspension are reinstated the morning following the last day of the suspension.

### **Exclusions from School**

**Suspension** - Suspension is an administrative disciplinary action that is taken only when: (1) milder forms of disciplinary action have been ineffective in correcting the students behavior, (2) the student commits a violation of greater magnitude, (3) the student represents an immediate danger to him/herself or to the school community. During the period of the suspension, the student:

1. Must stay at home during regular school hours.
2. Minor students must be supervised by an adult during the term of the suspension.
3. May not enter District property--at any hour of the day or night, except with prior approval of the principal.
4. May not attend or participate in any school-sponsored activity--either curricular or extra-curricular.
5. Is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. A reduction in grade or no credit may be given for any work that is not completed.
6. Privileges that were restricted as a result of the out-of-school suspension may be reinstated at the discretion of the principal.

7. Athletes in grades 9-12 who violate Board Policy 227 may be removed from their athletic team for a time period determined by the Athletic Code of Conduct Committee.

**Informal Hearing** - When the suspension exceeds three (3) school days, the student and the parent/guardian will be given the opportunity for an informal hearing before the building administrator. The hearing shall be offered to be held within the first five (5) days of the suspension. The purpose of this informal hearing is to enable the student and the parent/guardian to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is intended to bring forth all relevant information regarding the event for which the student may be suspended and to encourage the student's parent/guardian to meet with the administrator to discuss ways to avoid future offenses.

**Due Process Requirements** - The following due process requirements are to be observed in regard to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to parents or guardians and the student.
2. Sufficient notice of the time and place of the informal hearing shall be given. The informal hearing will take place within the first five (5) days of the suspension.
3. A student has the right to question any witness present at the hearing.
4. A student has the right to speak and produce witnesses on his/her own behalf.

**Expulsion** - Expulsion is exclusion from school imposed by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require either an Agreement and Waiver of Hearing and an Agreement for Expulsion signed by the student, parents(s) and School Board or a prior formal hearing before a committee of the Board of School Directors or a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board. When the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire Board of School Directors is required to expel a student. The formal hearing will be scheduled during the first ten days of the suspension. If it is impossible to schedule a hearing during this ten day period, the student may be returned to school pending the hearing.

Students who are less than 17 years of age are subject to the Compulsory School Attendance Laws even though expelled. The initial responsibility for providing the education rests with the student's parent/guardian through placement in another school or through tutoring or through an alternate educational program approved by the District. If the parent/ guardian is unable to provide the required education, he/she must within thirty days submit to the district superintendent written evidence outlining the attempts which have been made and the reasons for non-compliance. If thirty days pass without the District receiving satisfactory evidence that the required education is being provided, the District will contact the parent. If these efforts are not productive, the District has the option to provide some alternate educational program or take action in accordance with Chapter 63 of The Juvenile Act (42 PA. C.S. 6301-6308).

**Formal Hearing** - The following due process procedures are to be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parent/guardian by certified mail or courier delivery.
2. Notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his or her own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at his or her own expense, to a copy of the transcript.
9. The proceeding shall be held within 15 school days of the notification of the charges, unless mutually agreed to by both parties. Hearings may be delayed for any of the reasons set forth in 22 Pa. Code 12.8(b)(9).

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. Notice of a right to appeal the results of a hearing shall be provided to the student with the expulsion decision.

The Board of School Directors has defined the types of offenses that could lead to exclusion from school. These offenses may take the form of suspension or expulsion and include but are not limited to the following:

1. Insubordination or defying school authorities.
2. Destruction or willful defacing of school property.
3. Hazardous or unauthorized use of vehicles.
4. Use, possession or distribution of dangerous drugs or drug-related paraphernalia as defined in the "Dangerous drugs, Device and Cosmetics Act".
5. Use, possession or distribution of "look-alike" drugs defined as a non-controlled substance that has a stimulant or depressant effect on humans and resembles a controlled substance in appearance.
6. Use, possession or distribution of anabolic steroids as defined in Act 93 of 1989.
7. Use, possession or distribution of alcoholic beverages.
8. Use, possession or distribution weapons or fireworks.
9. Fighting or physical assault.
10. Theft.
11. Gambling.
12. Use of profane language or obscene language or gestures.
13. Disorderly, vicious, illegal or immoral conduct.
14. Persistent or severe harassment, intimidation, extortion or bullying.
15. Participation in or responsibility for causing damage, destruction or vandalism to District property or to the personal property of District employees, whether on or off school premises.
16. Verbal or physical assault directed toward a District employee, either on or off school premises.

17. Repeated minor offenses which constitute a pattern of behavior that substantially interferes with the educational environment, or any major offense as deemed appropriate by the District administration.
18. Violation of any local, state or federal law, as appropriate.
19. Persistent violation of school rules and regulations or an accumulation of minor offenses.
20. Excessive unexcused absence or tardiness by a student not subject to compulsory attendance laws.
21. Possession, use or distribution of any weapon as defined by Act 26 of 1995 to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
22. Possession **or** use of any incendiary devices to include but not be limited to lighters or matches.
23. Terroristic Threat/Bomb Threat.
24. Possession, use or distribution of any replica or “look-alike” weapon as defined in Board Policy.

### **BUILDING RULES AND REGULATIONS**

Because of the organizational structure of the classroom, the teacher is responsible for developing a positive learning environment. Individual class expectations/rules will be developed by the teacher and communicated to the students throughout the school year.

Regularly scheduled parent/guardian conferences and frequent parent/guardian contact are key. The teacher and parent/guardian may develop a plan to attempt to eliminate the source of any misconduct.

In cases of recurring misconduct, the teacher will refer the case to the administrator in charge of the building. The building administrator will determine the course of action to be followed in each case, consistent with the provisions of this Code.

#### **Guidelines for Disciplinary Action: Elementary and Secondary**

The Appendix outlines improper conduct that disrupts the normal educational process and classifies the conduct into two categories: Minor and Major Violations. To provide consistency in the application of consequences, a guide to the classifications of misbehavior is included in the Appendix. It should be understood that the Appendix is a guide and individual cases may warrant the modification of classifications and penalties as deemed appropriate by the Administration.

Any violation of this code may also violate the Extra-curricular Conduct Code and be subject to the penalties contained therein.

All disciplinary actions involving Special Education students shall be consistent with applicable state and federal law and regulations.

## **APPENDIX I-DISCIPLINARY VIOLATIONS**

### **Minor Behaviors**

Behaviors defined as minor will be addressed by the classroom teacher. The examples given are not meant to be an exhaustive list; they are a guide to help us delineate between minor and major behavior and what constitutes an office referral. Persistent minor behaviors become major behaviors at the discretion of the building administration. These examples of behaviors are not meant to be all-inclusive. Disciplinary options should not be interpreted to be either sequential or all-inclusive.

### **Major Behaviors**

Behaviors defined as major are often initially addressed by the classroom teacher who then may refer the related information to a building administrator due to the serious nature of the behavior. These behaviors could also result in the notification of law enforcement officials.

Included in this category are:

- Acts that endanger the health, safety and welfare of the individual or others in the school community.
- Acts which result in violence against another person or his/her property or the property of the district.
- Possession, use or distribution of substances banned by Board policy.

Violation of any federal, state, or local law while on school property or at school events is always referred to a building administrator immediately.

Examples of behaviors are not meant to be all-inclusive. Additionally, other improper conduct of a serious nature will be subject to disciplinary action. Disciplinary options listed below should not be interpreted to be either sequential or all-inclusive.

## Minor Behavior

Behaviors defined as minor will be addressed by the classroom teacher. The examples given are not meant to be an exhaustive list; they are a guide to help us delineate between minor and major behavior and what constitutes an office referral. Persistent minor behaviors become major behaviors at the discretion of the building administration. These examples of behaviors are not meant to be all-inclusive. Disciplinary options should not be interpreted to be either sequential or all-inclusive.

Minor Behavior	Explanations / Examples	Disciplinary Options
<ul style="list-style-type: none"> <li>• Inappropriate Language</li>   <li>• Physical Contact/Aggression</li>   <li>• Defiance/Disrespect/ Non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Student uses curse word(s) in conversation and/or uses gestures known to represent curse words.</li>   <li>• Student engages in non-serious physical interaction (horseplay) that does not result in injury of another (requiring treatment by nurse), but is disruptive to learning environment</li>   <li>• Student engages in verbal or non-verbal behavior that shows disrespect for adult in response to adult directive. <i>Ex- mumbles under breath when directed; rolls eyes when asked to do</i></li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent/guardian contact</li> <li>• Referral to guidance counselor</li> <li>• Loss of privileges</li> <li>• Teacher detention</li> <li>• Suspension</li> <li>• Change seating, clothing, etc</li> <li>• Restitution for damages, etc</li> </ul>



<ul style="list-style-type: none"> <li>• Technology Violation</li>   <li>• Lying</li>   <li>• Cheating</li> </ul>	<p>relatively minor in nature, but results in minor property damage. <i>Ex- Drawing on a surface such as a desk or book; horsing around and breaking a relatively inexpensive item; deliberately making a mess of an area that involves misuse of property and requires clean-up.</i></p> <ul style="list-style-type: none"> <li>• Student engages in non-serious, but inappropriate use of cell phone, MP3 player, camera, computer, etc.</li>   <li>• Student deliberately persists in stating what is known to be/discovered to be a non-truth following the presentation of an opportunity to be honest and correct his/her story.</li>   <li>• Student copies the work of others; gains access to non-student types of information regarding test/assessment; has another student do the work on</li> </ul>	
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<ul style="list-style-type: none"><li>• Exclusion</li>          <li>• Teasing/Taunting</li>          <li>• Theft</li>          <li>• Tardy</li></ul>	<p>his/her behalf; plagiarizes from written sources.</p> <ul style="list-style-type: none"><li>• Student engages in behaviors designed to reject others/prevent their interactions with peer groups. <i>Ex: Overt: refusing to talk to student; refusing to allow student to join activity. Subtle: spreading rumors; setting up student to look different.</i></li> <li>• Student makes fun of another through written or verbally aggressive behaviors such as laughing at, name calling, and/or calling attention to a weakness.</li> <li>• Student takes something not his/hers with a value of less than \$10. This includes work supplies, teacher supplies, food.</li> <li>• Student late to class or school</li></ul>	
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**Major Behavior**

Behaviors defined as major are often initially addressed by the classroom teacher who then may refer the related information to a building administrator due to the serious nature of the behavior. These behaviors could also result in the notification of law enforcement officials.

Included in this category are:

- Acts that endanger the health, safety and welfare of the individual or others in the school community.
- Acts which result in violence against another person or his/her property or the property of the district.
- Possession, use or distribution of substances banned by Board policy.

Violation of any federal, state, or local law while on school property or at school events is always referred to a building administrator immediately.

Examples of behaviors are not meant to be all-inclusive. Additionally, other improper conduct of a serious nature will be subject to disciplinary action. Disciplinary options listed below should not be interpreted to be either sequential or all-inclusive.

<b>Major Behavior</b>	<b>Explanations/Examples</b>	<b>Disciplinary Options</b>
<ul style="list-style-type: none"> <li>• Abusive Language/Profanity</li>   <li>• Physical Aggression</li>   <li>• Fighting</li> </ul>	<ul style="list-style-type: none"> <li>• Student engages in verbal messages that may include swearing, name calling, or use of words in an inappropriate way; directed at/about another person</li>   <li>• Student engages in serious physical behaviors designed to injure another person physically where the other person did not respond in kind. <i>Ex-throwing objects at others ,kicking, pulling hair, shoving, etc.</i></li>   <li>• Two or more students engaged in serious</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian contact</li> <li>• Guidance referral</li> <li>• Detention</li> <li>• Loss of privileges</li> <li>• Restitution for losses/damage</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> </ul>



<ul style="list-style-type: none"> <li>• Forgery/Theft</li>   <li>• Inappropriate Location/Out of Bounds Area</li>   <li>• Property Damage/Vandalism</li>   <li>• Possession of a Weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Student is in possession of, having passed on, or responsible for removing someone else's property valued in excess of \$10. Student has signed a person's name without their permission.</li>   <li>• Student leaves school grounds during school day without permission having been granted for a legitimate purpose. Student is in an unauthorized area of the building.</li>   <li>• Student engages in a behavior whose intent is clearly to damage the property of the school or other individuals. Behaviors may include those that deface the property, those that render the property less useful, and/or those that completely destroy the property.</li>   <li>• Student is in possession of a knife, gun, fireworks, ammunition, or other object (real or look-alike) readily capable</li> </ul>	
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<ul style="list-style-type: none"> <li>• Threatening Gesture/Statement</li>   <li>• Terroristic Threat</li>   <li>• Technology Violation</li>   <li>• Controlled Substances / Tobacco / Non-Prescribed Drugs</li> </ul>	<p>of causing serious bodily injury.</p> <ul style="list-style-type: none"> <li>• Student makes a statement or gesture threatening another with harm. Threat appears to have serious intent for follow through (or a history of follow through) associated with it. <i>Ex- "Wait until you are walking home today- you're doomed."</i></li>   <li>• Student threatens to do harm to multiple others; message containing use of weapons including (but not limited to) guns, bombs, knives, or toxic substances. Threat may be verbal or written.</li>   <li>• Violation of computer, internet access, and/or filtering policy. Attempt to circumvent security system.</li>   <li>• Use, possession, being under the influence of, sale or distribution of tobacco, lighters, matches, cigarettes, controlled or mood-altering substances, look-alike drugs, or</li> </ul>	
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<ul style="list-style-type: none"><li>• Unlawful absence/ Partial Day</li></ul>	<p>alcohol. This includes non-prescribed controlled substances and over-the counter medication.</p> <p>Use, possession, or distribution of drug-related paraphernalia as defined in the "Dangerous Drugs, Device, and Cosmetic Act".</p> <ul style="list-style-type: none"><li>• Skipping class; persistent tardiness to school or classes; persistent unexcused absences from school</li></ul>	
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## **APPENDIX II-TRANSPORTATION**

Transportation is provided to students enrolled in the Donegal School District in order to assure equal educational opportunity to all students by making it possible for them to attend school. This is a contracted service. The drivers do not work for the Donegal School District. They are, nevertheless, in charge of students while they are on the school bus. In the event a student's behavior on the bus becomes a problem, the driver will submit a report to the appropriate administrator. The main objective of the transportation services is the safety of the children. More information regarding appropriate student behavior and bus guidelines will be posted on each school's website.

### **School Attendance Areas**

The attendance area for each school located in the Donegal School District shall be designated by the Board of School Directors. Students shall attend the school within their attendance area. The residence of the student shall be considered the same as the residence of the parents or other legally appointed guardian. Request for exceptions to this policy shall be investigated and are subject to approval by the superintendent.

Upon approval of the superintendent, a student, who attends a school outside their residence area, the parents/legal guardian must take full responsibility for transporting such student to and from school.

### **Student Conduct**

The authority to deny transportation privileges to any student rests with the administrator, or designee, of the school. Cameras may be used on buses to monitor safety and behavior. Video recording may be used for disciplinary and/or criminal proceedings.

### **Discipline Procedures**

Students who are assigned to ride buses that service the Donegal School District must assume responsibility for their behavior. Students should behave in a manner that is appropriate and is not hazardous to self, other students and the safe operation of the school bus. All student discipline policies of the Board of School Directors will apply to all students on school buses.

Please refer to the Donegal School District Transportation Manual, which is posted on the website of each school, for more information. Please access the manual to read more about the bus and bus stop expectations as well as the information regarding behavioral violations.

### **Responsibilities of Parent/Guardian**

Each parent/guardian has a definite role in the safe and efficient operation of a school's transportation system. Parents/Guardians should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the appropriate behavioral expectations are not followed.

Parents/Guardians are responsible for the safety of their children from the time they leave home in the morning, until the time they board the school bus; and at the end of the school day, from the time the school bus departs the bus stop and the children reach home. Once the child enters the school bus, the responsibility lies with the bus driver and the school administration. We ask that you:

1. Cooperate with the school authorities and the school bus driver in promoting safe and efficient services for all passengers.
2. Insist upon good behavior on the part of your child(ren) while riding the school bus.
3. Instruct your child(ren) to occupy the seat(s) that may be assigned.
4. Instruct your child(ren) as to their responsibility for damages caused to the property of others, including the school bus.
5. Inform your child(ren) to arrive at the designated school bus stop at least five (5) minutes before the scheduled arrival time of the school bus.
6. Walk with younger children to and from the school bus stop, using this opportunity to teach the children proper pedestrian practices. If you cannot accompany your child(ren), arrangements should be made, if possible, for older children (brothers, sisters or neighbors) to escort the younger child(ren) to and from the school bus stop.
7. Encourage your child(ren) to obey all traffic rules, signs and signals.
8. Set an example for your child(ren) by their own safety practices.
9. Discuss the transportation expectations with your child(ren).

**APPENDIX III - AGREEMENT FOR PARTICIPATION IN  
EXTRACURRICULAR ACTIVITIES FORM**

**DONEGAL SCHOOL DISTRICT  
MOUNT JOY PA 17552**

**CODE OF CONDUCT FOR EXTRA-CURRICULAR AND CO-CURRICULAR  
ACTIVITIES**

1. The administration, teachers, advisors and coaches of Donegal School District consider participation in student extra-curricular and co-curricular activities to be a privilege, not a right. Students who participate in these programs are expected to accept the guidelines and responsibilities granted them by this privilege (22 P.S. 511). This Code of Conduct remains in effect 24 hours a day, seven days a week from the first official day of the organization until the last official day of the activity, club, camp, or athletic season. When the student is participating in extra-curricular or co-curricular activities during summer months, which are conducted under the supervision of a school district employee, this Code of Conduct will also remain in effect.
2. The following shall be considered violations:
  - a. Use and/or possession of a controlled substance as defined in Donegal School Board Policy 227.
  - b. Prolonged presence where controlled substances as defined in Donegal School Board Policy 227 are being used illegally. It is the student's responsibility to remove him/herself immediately from the situation.
3. Any violation of Donegal School Board Policy 227 shall warrant automatic and direct consideration by the Code of Conduct Committee and shall result in one of the following disciplinary action(s):

**First Offense:** Suspension from **all** extra-curricular and co-curricular activities for a minimum of 30 calendar days (excluding Sundays) from the date of the infraction or upon the completion of an investigation by school personnel. Students will also forfeit all awards, letters, recognition, and banquet attendance for the extra-curricular or co-curricular activity/activities they were involved with at time of the offense. This includes all practices, contests, extra-curricular and co-curricular activities, excluding baccalaureate and graduation.

**Second Offense:** Suspension from **all** extra-curricular and co-curricular activities for a minimum of 90 calendar days (excluding Sundays) from the date of the infraction or upon the completion of an investigation by school personnel. Students will also forfeit all awards, letters, recognition, and banquet attendance for the extra-curricular or co-curricular activity/activities they were involved with at time of the offense. This includes all practices, contests, extra-curricular and co-curricular activities, excluding baccalaureate and graduation.

**Third Offense):** Suspension from **all** extra-curricular and co-curricular activities for a minimum of 365 calendar days from the date of the infraction or upon the completion of an investigation by school personnel. Students will also forfeit all awards, letters, recognition, and banquet attendance for the extra-curricular or co-curricular activity/activities they were involved with at time of the offense. This includes all practices, contests, extra-curricular and co-curricular activities, excluding baccalaureate and graduation.

4. **SAP Program:** In addition to the disciplinary action, the student(s) must also successfully follow the recommendations of the SAP team before reinstatement to the activity can occur. If the violation occurs in the summer, the student must provide documentation of a drug and alcohol assessment from the Lancaster Guidance Center or another approved provider. If a student does not participate or begins but does not complete the assessment process and/or does not follow the recommendation of the SAP team, he/she is subject to additional days of suspension from **all** extra-curricular and co-curricular activities.
5. The duration of this additional suspension period will be decided by the Code of Conduct Committee.

**NOTE:** The SAP group is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses and counselors) which has been trained to understand and work with adolescent chemical use, abuse and dependency. The committee will perform an assessment and make recommendations for further treatment and/or actions. Parental participation is required.

6. The Code of Conduct shall not preclude other action(s) by school or law enforcement authorities, such as but not limited to arrests, fines, probation, suspensions or expulsions.
7. A student may not resume participation in school activities without a written medical determination that no residual evidence of a controlled substance exists, regardless of the level of the violation or type of offense.

The following are other **types of student conduct** which shall warrant automatic and direct consideration by the Code of Conduct Committee and which shall result in disciplinary consequences:

- a. Social misconduct on or off school grounds.
- b. Declaration of delinquency by the courts.
- c. Conduct which reflects unfavorably upon the school district, staff, administration, and/or student body.
- d. Conduct which adversely affects the morale of the school district and/or any student organization.
- e. Disruption of the orderly operation of extra-curricular and co-curricular activities and/or the educational environment.

8. Students are required to serve all disciplinary flexes, detentions, and/or suspensions on the date and time they are assigned. Extra-curricular and co-curricular activities are not an excuse for not serving the assigned discipline.
9. If a student is assigned an in-school suspension, the student will be ineligible to participate in practices, dressing for a game, or the game itself held on the day of the suspension assignment. A student serving multiple days of in-school suspension which fall over a week-end in which events are taking place would be ineligible to participate in those week-end events.

### **DISQUALIFICATION FROM CONTESTS**

Any contestant ejected from a contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct shall be disqualified from participating for the remainder of the day and in the next contest on the next play day at the same level (varsity, junior varsity or otherwise).

Any contestant ejected from the last contest in that sport in a sport season shall be disqualified from participating in the first contest in that sport in the subsequent sport season, at any level of competition at any school.

Any student disqualified from a contest will be prohibited from attending the contest from which he/she has been disqualified.

### **HAZING, BULLYING AND HARASSING**

Donegal is committed to maintaining a safe, positive environment for students and staff; one that is free from hazing, bullying and harassing. Hazing, bullying and harassing are prohibited at all times.

Hazing and bullying are defined as any activities that recklessly or intentionally endanger the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Any hazing or bullying activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board encourages students who have been subjected to hazing or bullying to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and bullying and administer appropriate discipline to any individual who violates this policy.

It is the policy of the Donegal School District to maintain a learning and working environment that is free from harassment in any form, including slurs, jokes, or other verbal, graphic, or physical conduct relating to a person's race, color, religion, ancestry, ethnic background, sex, age, physical condition/disability, among others. It is considered unlawful for any person to harass another person through any conduct or communication which creates an intimidating, hostile or offensive environment.

The Board encourages students who have been harassed to report promptly, orally or in writing, to a designated employee, who shall inform the student of his/her rights and of the complaint process. Students may choose to report harassment complaints to:

- building principals
- teachers
- counselors
- nurses
- administrators

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisal or retaliation shall occur as a result of good faith charges of harassment. Founded incidents will be dealt with as a violation of the Code of Student Conduct.

### **ATTENDANCE**

Students must be in school for 180 minutes per school day in order to be eligible for all clubs, activities, and/or practices and/or contests. This excludes funerals, job shadowing, and college visitations. A student, who is excused and/or unexcused absent from school for a total of 20 or more school days (7,820 minutes) during one semester, shall not be eligible to participate in any club, activity, and/or athletic contest/practice until the student is in attendance for a total of 60 school days (23,400 minutes). On the 61<sup>st</sup> school day following the twentieth day of absence, the student will be reinstated to extra-curricular and co-curricular activities.

### **ACADEMICS**

If a student is failing one class, (reported every Friday), he/she shall be placed on probation for a one-week period. If at the end of that probationary week, the student is still failing the same class, he/she will become ineligible for a one week period (Sunday-Saturday).

If a student is failing two or more classes, (reported every Friday), he/she will become ineligible immediately for the duration of a period of one week (Sunday-Saturday).

In cases when a student's final grade for a semester does not meet the standards of "passing all credits and the percentage must be 60% or above in all classes," said student shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next grading period.

Students who attend summer school and correct their deficiencies shall be eligible.

## **ENFORCEMENT BODIES**

1. All advisors and coaches, in consultation with the administration, shall have the full authority to enforce the Code of Conduct, including the right to suspend or remove a student from the extra-curricular or co-curricular activity.
2. Should the student feel aggrieved by the decision of the coach, the student may appeal to the Code of Conduct Committee by filing with the Athletic Director, in writing, a request for appeal. The case shall be heard within ten school days of the receipt of the written appeal.
3. Should the student feel aggrieved by the decision of the Code of Conduct Committee, the student may appeal to the Superintendent by filing with the Athletic Director, in writing, a second letter of appeal. The case shall be heard within ten school days of the receipt of the second level appeal.
4. On appeal, the decision of the Superintendent will be final as to matters of fact and penalty imposed.
5. The Code of Conduct Committee will be comprised of:
  - Principal and/or Assistant Principal
  - Athletic Director
  - 3 coaches out-of-season
  - 2 advisors of a co-curricular activity/club

## CODE OF CONDUCT FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

### SIGNATURES OF ACCEPTANCE

In order to participate in **all** extra-curricular or co-curricular activities in the Donegal School District, all students and parents are required to formally accept the “Code of Conduct.”

*“I have read the Code of Conduct and hereby accept the regulations as stated in this document. I will represent the Donegal School District in a faithful and responsible manner, adhering to its policies, procedures, and expectations for conduct.”*

\_\_\_\_\_  
Extra-Curricular/Co-Curricular Activity

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Students are required to sign this contract for each activity they choose to join. This Code of Conduct must be returned to the coach or advisor BEFORE the student is permitted to practice and/or participate in the extra-curricular or co-curricular activity.**