

**2016-2017**

**CENTRAL DAUPHIN  
SCHOOL DISTRICT**



**STUDENT  
CODE OF  
CONDUCT**

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## **CODE OF STUDENT CONDUCT**

### **PREAMBLE**

The Central Dauphin School District strives to achieve an environment conducive to learning, teaching and the free exchange of ideas. Students, Safety and Order are necessary components to achieving that environment. The following pages in this Student Code of Conduct provide students, school staff and parents with a guideline of rights, responsibilities and prohibited acts and activities deemed detrimental to maintaining a safe and orderly learning environment. While the Code of Conduct which follows is extensive, it is not exhaustive, and does not anticipate every responsibility of students, school staff or teachers, or types of behavior which may at a later date be deemed detrimental and prohibited. Students, school staff and parents are advised to familiarize themselves with this Code while keeping in mind that it must be viewed as a framework for determining rights, responsibilities and the types of conduct which would be prohibited.

In furtherance of these goals, the Student Code of Conduct will be supplied to every student at the outset of a particular school year. However, amendments, supplements, and corrections may be made to this Code during any given school year. If such occurs, those amendments, supplements or corrections will be made public via posting on the school website at [www.cdschools.org](http://www.cdschools.org)

### **I. SCHOOL BOARD DISCIPLINARY PHILOSOPHY**

Pursuant to the Public School Code and in accordance with the provisions of Regulations of the State Board of Education, the Board of School Directors of the Central Dauphin School District has adopted this Code of Student Conduct in order to ensure a more conducive and orderly educational environment for the employees and students of the School District and to promote the ideals of citizenship and orderly interaction in and among the School District community. In order to achieve these goals, it is stated to be the policy of this Board that student conduct is to be shaped first by education and second by punitive action where, through the conduct of the student, it has been demonstrated that the student has failed to maintain the minimal behavioral expectations of the School Board as set forth in this Code.

In order to achieve the Board's objective of an orderly and conducive educational environment through education, the School District's Central Administration shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are

taught their rights and responsibilities, particularly as they are set forth in this Code. In order to achieve the Board's objective through punishment, this Code:

- (1) enumerates in a non-exhaustive manner the type of conduct that will lead to disciplinary sanctions,
- (2) establishes a procedure to ensure that it is correctly determined that discipline is appropriate, and
- (3) describes the disciplinary options available.

Consistent with its desire to ensure a conducive and orderly educational environment, the Board of School Directors of the Central Dauphin School District adopted Policy No. 219 which prohibits improper conduct and establishes a student complaint procedure. Under that policy, all forms of intimidation, hostility, offensive behavior, sexual harassment and discrimination are prohibited by both students and School District employees. If any student believes that he or she is a victim of any improper conduct by any employee of the District or by any student, he or she has the right to file a complaint with his/her teacher, building principal, guidance counselor or Superintendent's Office. The policy then requires the Superintendent's Office to conduct an appropriate investigation of the complaint and to take appropriate remedial action. Further, there is a right of appeal to the School Board should any student or his or her parents be dissatisfied with the disposition of the matter. Consequently, students are invited to utilize the complaint procedure described. The Board of School Directors shall be final and sole judge of the interpretation to be given to this, its Code of Student Conduct.

### **Board Policy Access**

All board policies are available to the public on the district website at [www.cdschools.org](http://www.cdschools.org).

- Along the top of the district home page, select the **SCHOOL BOARD** tab and click on **POLICIES**.
- Click on the **CENTRAL DAUPHIN SCHOOL DISTRICT BOARD POLICIES** link in the center of the page.
- Policies referred to in the Student Code Of Conduct can be found under the Pupils Section.
- If you do not have access to the internet, please contact a school or the Administration Building for a copy of a specific policy.
- Click [HERE](#) for a direct link to the Board Policies.

## **II. STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **A. Generally**

As members of the Central Dauphin School District Community, students have both rights secured by law and responsibilities established by the Code of Conduct. Students' rights may be taken away, including the right to a public education when he or she refuses or neglects to fulfill his or her responsibilities.

### **B. Statement of Rights and Their Limitations**

#### **1. Right of Attendance**

Students have the right to attend school in the Central Dauphin School District in accordance with the residency, age and other requirements established by law and conditioned on the student's compliance with all applicable School District policy, procedures and practices (refer to Board Policy 204 - Attendance).

#### **Attendance**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with Pennsylvania State Laws. The educational program offered by the district is predicated on students presence in school and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress and credit for course (s) taken.

School district student attendance policy is referenced in its entirety at [www.cdschools.org](http://www.cdschools.org) or may be obtained from the principal's office.

#### **Absences: Excused, Unlawful/Unexcused**

Parents are encouraged to call the school office when their child will be absent and consistently monitor to insure proper accounting and attendance. Written note(s) must continue to be sent to the school.

Excused absence includes the absence of a pupil for any one of the following reasons: illness, quarantine, death in immediate family or a prior approved educational trip.

Unlawful/Unexcused absences apply to students 16 years or younger and based on compulsory school age per School Code. Unexcused absences apply to 17 year-old or older students.

Absence is the absence of a student for any reason other than those classified above or failure to turn in a written excuse in

a timely manner (refer to required notes below). Students will not receive credit for any school work assigned on unlawful/unexcused absences, unless a staff determined make-up session for the class they missed is done within 3 school days and satisfactorily completes and submits the assignment at the end of the make-up session for a class they missed. In addition to the disciplinary measure taken, based on district attendance policy and the PA School Code, other punitive measures will result when unexcused/unlawful absences accumulate.

**An accumulation of 18 unlawful/unexcused absences may result in a loss of credit for the year.**

### **Required Notes**

After each absence a student is given three (3) days to turn in a written excuse to the office upon their return. If note(s) are submitted after three days, the absence becomes unexcused or unlawful. **Although a phone call is requested and encouraged to be placed to the school for each absence, a written excuse within 3 school days is still required.** A doctor's certificate shall be required for absence due to illness, for three (3) or more consecutive days, or for a shorter period if requested by the school.

After three (3) days of unexcused/unlawful absence, an official three (3) day notice as required by Pennsylvania law, is served to the parents/guardians. This constitutes a first offense. This first offense notice is considered a warning.

After the first offense, any half (.5) days or more constitutes an additional offense. If additional offenses occur, the parent/guardian is subject to a fine or imprisonment in accordance with the compulsory attendance laws of Pennsylvania. An accumulation of unexcused/unlawful absences may also result in other disciplinary measures.

Students shall be required to submit a doctor's note should they accumulate a number of absences that equal or exceed 10 school days for the current school year. A doctor's certificate shall be required for absences due to illness, for three (3) consecutive days, or for a shorter period if required by the school. Any absences from school (tardy or early dismissal) that are not accounted for by an appropriate note are accumulated as unlawful/unexcused attendance.

### **Tardiness**

A pupil is tardy if not in the homeroom/classroom when the bell rings signaling the beginning of school class session. In case of tardiness, the pupil must report to the office before going to homeroom or class. Any early dismissal that is unexcused will be recorded as a p.m. tardy.

*At both the secondary and elementary levels*, unexcused tardy time is considered unlawful absence time from school. Therefore, accumulated tardy time may be pursued in Truancy Court under compulsory education violations.

*At the Elementary Level* – After the third (3rd) unexcused tardy, a “Building Principal’s Letter” will be sent to the parents/guardians. After the fifth (5th) unexcused tardy, a “District Official Tardy Letter” will be sent to the parents/guardians and a parent/guardian meeting will be scheduled with the school counselor. After the eighth (8th) unexcused tardy, parent contact will be made through a tardy letter, a parent/guardian meeting will be scheduled with the school principal to discuss possible interventions to address the tardy situation, and a counselor-student meeting will be scheduled.

*At the Secondary Level* – After the fourth (4th) unexcused tardy, a detention is issued. After the fifth (5th) unexcused tardy, an information letter is sent to the parent/guardian. Continued unexcused tardies will result in further disciplinary action.

### **Early Dismissal Requests**

*At the Elementary Level* – Physician/dental appointments may be considered an excused absence. Written notice from parent/guardian is required to permit the early dismissal. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent/guardian. If a student has been placed on doctor's notice, a parent note will not be accepted.

*At the Secondary Level* – Physician/dentist appointments, college placement and job interviews may be considered an excused absence provided a written parent/guardian request, prior to the appointment, is approved by building principal or designee. The request should state the reason for the visit, the name of the physician, dentist, college representative or potential employer, date and time of the appointment and how and by whom the student will be transported. A written excuse is required upon the return of the student. This excuse may be provided by the

physician/dentist or the parent/guardian, college representative or prospective employer. If a student has been placed on doctor's notice, a parent note will not be accepted.

Early dismissal for any other reason other than those listed above will be considered a tardy unless special arrangements are made and approved by the building principal.

### **Observance of Religious Holidays**

Pupils may be excused from school to observe major religious holidays. In order for a student to be granted full or part-time excused status from school or a session of school to observe a religious holiday, it is necessary that the student present a written request by the parent/guardian to the school office prior to the date of the absence.

### **Educational Trips/Activities**

**TRIPS:** Students will be permitted to take an educational trip and/or participate in educational activities, in accordance with district procedures. Parents must obtain and submit the proper district request form to the school office prior to the planned trip or activity.

Students must submit an educational trip form prior to "Take Your Child to Work Day" in order for the day to be excused. If students have already utilized their educational trip days then it will be an unexcused absence.

No educational trips will be approved during scheduled PSSA testing days. Educational Trips must be educational in nature and the student must be supervised by one or more adult family members. The total number of days will not exceed a total of five (5) days for the year.

**ACTIVITIES:** No educational activities will be approved the days PSSA tests are scheduled. Three (3) excused absences (occasions) will be permitted for educational experiences that are through a district program or a district recognized educational program that provides enrichment, placement opportunities or acceleration in those areas identified within the school curriculum and/or encourage or reward individual achievement or special skills. The pupil must be an **active participant** in the event and provide documentation of his/her involvement upon returning to school. Parents must submit the appropriate documentation prior to the trip and receive approval from the principal prior to attending the educational activity.

**REQUEST:** Request for Educational Trips or Activities forms must be submitted prior to the trip. A total number of days missed cannot exceed 5 days total, separately or in combination for both Educational Trips or Educational Activities in any one school year.

### **Leaving School Property**

No pupil will be permitted to leave the school property during the school day without the permission of either the school principal or the school nurse. Leaving school property without permission may result in severe disciplinary consequences.

## **2. Restrictions on Exclusion from School**

No student shall be excluded from school except in accordance with the Pennsylvania Law and the requirements of the Central Dauphin Code of Conduct.

## **3. Freedom of Expression**

- a. *Generally.* Students have only a limited right of free speech and expression in school and at school activities inasmuch as it is the policy and goal of the Central Dauphin School District to teach students the boundaries of socially appropriate behavior, including speech, and to protect minor students from exposure to vulgar, offensive or threatening speech. Therefore, the freedom, pursuant to the First Amendment, to advocate unpopular and controversial views in schools is to be balanced against society's countervailing interest in teaching the students the boundaries of socially appropriate behavior. In this light, the Board of School Directors finds the following prescribed speech to be inconsistent with its basic educational mission and states that the following speech or expression, in whatever form, whether written or oral, is prohibited in the classroom, on school property, on school buses, at school activities, and while students are coming to and going from school:
  - i. That which materially and substantially interferes with the educational process;
  - ii. That which threatens immediate harm to the welfare of the school community, or to any individual;
  - iii. That which is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile;
  - iv. That which encourages unlawful activity;
  - v. That which interferes with another individual's rights;

- vi. That which constitutes libel, slander or defamation, and;
  - vii. That which is sexually, racially or ethnically related and which is unwelcome or offensive, threatening or an affront to the sensibility of others.
- b. *Distribution of Non-school Sponsored Material.* Students desiring to make a distribution of non-school material to other students at school, on school property, at school-related activities or in school buses shall provide a copy of the material to the principal or administrator in charge if the principal is unavailable. The principal or administrator in charge shall approve the distribution within twenty-four (24) hours, unless the material contains speech that is prohibited by this Code or advertises a product or service not permitted for use by minors under law. The building principal will grant approval as to the method, locations and times for distribution, unless distribution will lead to possible disruption of the educational program. Students shall not distribute material in violation of this policy nor in a manner which disrupts any school activity or impedes the safe flow of traffic within corridors, entrance ways or exits, or in relationship to school buses.
- c. *School Newspapers, Magazines, Yearbooks and Theatrical Performances.* All school newspapers, magazines, yearbooks and theatrical performances, whether sponsored directly or indirectly by the School District, are to be developed in relationship to the adopted curriculum and related to regular classroom activities, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Such newspapers, magazines, yearbooks and theatrical performances shall be prepared under the guidance of the School District-assigned activity or faculty advisor and building administrator and may not be published without the prior review and written approval of said advisor. Factors to be considered in the approval decision shall include the appropriateness of the subject matter to the focus of the newspaper, magazine, yearbook or theatrical performance; the quality of the material; the objectives of the activities; the maturity level of the readers or listeners; and adherence to the limitations of speech as set forth in this Code. By way of example, speech that is ungrammatical, poorly written, inadequately researched, based on prejudice, vulgarity or profanity, or unsuitable for the intended audience, will not be approved.

- d. *Bulletin Boards, Public Address System, School Flyers and In-School Mail System.* Students may use the bulletin boards, public address system, school flyers and in-school mail only for the purposes of announcing school-sponsored events and with the prior approval of the school principal. Flyers announcing school-sponsored events may be distributed only in homeroom, during activities period or at times that do not interfere with instruction, provided that the building principal and classroom teacher both give their prior approval to the distribution, and the distribution is orderly and in accordance with the instructions of the classroom teacher.
- e. *Student Speeches.* School-related student speeches given at graduation ceremonies or by candidates for student office at school or through school facilities are permitted on the basis that they relate to the school curriculum and to regular classroom activities, such as the development of writing and speaking skills, the learning of legal, moral and ethical restrictions imposed upon speech, and the acceptance of criticism. Therefore, all such speeches must be written in advance and approved by the staff member in charge and building administrator. Factors to be considered in the approval process shall include the appropriateness of the subject matter to the focus of the speech; the quality of the material; the maturity level of the listeners; and adherence to the limitations of speech as set forth in this Code. By way of example, a speech that is ungrammatical, poorly structured, inadequately researched, biased or prejudiced, vulgar, indecent, profane or unsuitable for the intended audience will not be approved.
- f. *Patriotic Observance.* It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who wish to participate. A student who chooses not to participate may either stand or sit, remaining respectfully silent.
- g. *Dress and Grooming.* Students should at all times be dressed in a manner that is conducive to a scholastic atmosphere and have the right to wear such clothing or apparel as they choose, unless such clothing or apparel distracts from the educational program or constitutes a health or safety

hazard. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations where special attire may be required to assure the health or safety of the student. Students have the responsibility to keep themselves, their clothes and their hair clean. Where the lack of cleanliness constitutes a health hazard, appropriate restrictions or limitations upon the student's participation in the regular instructional program, or discipline, may be imposed. Prohibited items include but are not limited to;

- Clothing or products displaying drugs, alcohol, tobacco, weapons, racial, violence, derogatory/negative message or sexual innuendos, gang related, profane language, and/or suggestive lettering or pictures on clothing.
- Gloves, hats, caps, hoods, scarves, sunglasses, headphones/earphones or other head gear unless wearing of such articles is in keeping with an organized religion.
- Outer wear (coats and jackets)
- Spaghetti straps, halter tops, strapless shirts, camisoles, tank tops, muscle shirts, bare midriff, halter or tank type shirts (shoulders may not be totally exposed). Shirts must cover cleavage, the back, torso, and the underarms.
- The length of shorts, skirts or dresses, may not be excessively short and must extend to mid-thigh.
- No clothing with holes that expose skin above mid-thigh.
- Metal spiked accessories; heavy key/wallet chains
- Pajamas (tops and/or bottoms)
- Footwear with wheels or slippers
- Bare feet
- Sagging pants, see-through garments, biking pants, and similar attire are not permitted.
- Exposure of undergarments.
- Administrators have final discretion on student dress code issues.
- Exceptions to the above may be granted by a building administrator for religious or medical reasons.

- Students in violation of the dress code will be immediately required to change to appropriate attire. If necessary, parents will be called to bring proper clothing, so that the student may resume his or her regular schedule.
- Repeated violations of the dress code will result in extended disciplinary consequences.
- Cooperation on the part of the students and parents is appreciated.
- Defiance of administrative directives will be dealt with in accordance to the behavior guidelines out-lined in the Student Code of Conduct.

### **C. Enumeration of Student Responsibilities**

The following responsibilities are hereby imposed upon all students. Any student who fails to fulfill any one or more of the following responsibilities shall be subject to discipline as determined in this Code. These responsibilities are imposed upon any student who is on school property, or school bus, who is in attendance at school or a school-sponsored activity or whose conduct at any time and in any place interferes with or obstructs the mission or operation of the School District or the safety or welfare of students or employees:

1. Attend school regularly and adhere to all attendance policies and procedures;
2. Exert conscientious effort in classroom work;
3. Follow all laws and school policies, rules and regulations, including but not limited to those set forth in this Code;
4. Assist in the development of a climate within the school that is conducive to wholesome learning and living;
5. Respect the rights of teachers, students, administrators and all others who are involved in the educational process;
6. Be aware of all rules and regulations governing behavior;
7. Assume that all rules and regulations are in effect until waived or repealed in writing;
8. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property;
9. Assist and cooperate with the school staff in operating a safe school;

10. Attend class and school functions on time;
11. Make-up work in accordance with requirements;
12. Prepare and attempt to complete satisfactorily the classes of study prescribed;
13. Avoid interfering with the education of others
14. Exercise proper care when using school facilities and equipment.

#### **D. Extracurricular Activities and Interscholastic Athletics**

- a. Participation in extracurricular activities and interscholastic athletics is a privilege reserved for those students who are making satisfactory progress in their academic subjects and are showing proper respect for school rules and regulations. This privilege may be denied for the following reasons:
  - i. Any serious breach of school policy, rules or regulations.
  - ii. Failure to meet curriculum requirements established by the PIAA & Central Dauphin School District.
- b. A student declared ineligible for extracurricular activities or interscholastic athletics for any reason may be excluded from practice and participation in performances until the deficiency in the student's academic performance or behavior has been removed. Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis.
- c. Students who are ineligible at the close of the school term may participate in authorized summer practice sessions but may not participate in practice or performances until the deficiency is removed, once the new school term begins.
- d. Students who are absent from school may not participate in any extracurricular activities or any interscholastic athletics or practice until the student returns to school at least one-half (1/2) day prior to an event. In the event of a special pre-approved activity/event that results in a students' absence, special permission may be granted by the building principal to participate.
- e. Students who participate in the interscholastic athletic program shall also be governed by the constitution by-laws, rules and regulations of the Pennsylvania Interscholastic Athletic Association and the athletic regulations of the Central Dauphin School District.
- f. Students who wish to attend dances must attend the school in

which the dance is held or accompany a student who attends Central Dauphin School District. The exception to this rule will be the high school homecoming dance, which will be administered by the building principal.

### **III. INVESTIGATION OF SUSPECTED WRONGDOING**

#### **A. Generally**

In cases of suspected violations of this Code, appropriate staff shall conduct an investigation sufficient to make a determination whether the student violated any provisions of this Code, provided that the investigation complies with the law and the rules stated herein. Among the investigative techniques that are hereby approved are: investigative interviews of witnesses, meetings, written statements or affidavits, conferences, informal hearings, searches of students and their possessions, locker searches, use of trained dogs, use of electronic monitoring, use of video cameras, use of undercover police and the like. In accordance with administrative guidelines, school principals and central administration may obtain the assistance of police. Any results of the investigation (evidence, written statements, etc) may be provided to the police (refer to Board Policy 226).

#### **B. Student Searches**

Searches of students and their possessions (which include motor vehicles) are protected by the Fourth Amendment to the United States Constitution, prohibiting unreasonable searches and seizures. Therefore, a search of the student and his or her possessions may be undertaken where staff have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating either a law or this Code of Student Conduct. The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the student in light of the age and sex of the student and the nature of the alleged infraction. Prior to every search of the student's possessions, the student will be notified and given an opportunity to be present. Where school authorities have a reasonable belief that a student's possessions contain material which pose a threat to the health, welfare and safety of the student or the school, student possessions may be searched without prior notice. Random searches may also include the use of a breathalyzer or any device used to detect the consumption of alcohol (refer to Board Policy 226).

#### **C. Locker Searches**

1. Lockers are the sole and exclusive property of the Central Dauphin School District and subject to its complete control. Students have



no absolute right to use lockers, but may do so by permission of the School District. Lockers should not be shared between students or access provided to others who are not assigned that locker. Prior to a locker search, the student assigned to the locker will be notified and given an opportunity to be present. If school authorities have a reasonable belief that a locker contains materials which pose a threat to the health, welfare and safety of students in the school, such a student locker may be searched without prior notice or the presence of the student.

2. No student may place or store in a locker any substance or object which is prohibited by law, school rules, regulations or policy, or which constitutes a threat to the health, safety or welfare of the occupants of the building or to the building itself.
3. Lockers and their contents may be randomly and periodically inspected and searched by officers, agents and employees of the School District, who may use canines for that purpose, and illegal materials may be seized and used as evidence against the student in disciplinary and other proceedings.
4. Lockers are not places of privacy for the belongings of the students, and students shall have no basis to expect that their locker or the contents thereof will be kept private or will not be opened, inspected and searched on whatever occasions or with whatever frequency the officers, agents, and employees of the School District shall decide. The fact that student lockers have not been searched during a given semester, school year or other particular period of time does not suggest or mean that the lockers will not be searched during the next semester, school year or particular period of time.

#### **D. Vehicle Searches**

As a condition for obtaining a student parking permit, each student applying for a permit and each student's parent or guardian shall consent to random searches of vehicles driven by students to school and parked on school property. Random searches of student vehicles shall be conducted by the High School Administration, in conjunction with law enforcement and/or Central Dauphin School District Police using trained drug dogs, in accordance with this policy (refer to Board Policy 226).

#### **E. Confidential Communications**

1. The use of a student's confidential communication to school personnel in legal proceedings is governed by statutes and regulations applicable to the particular proceedings.
2. Information received in confidence from a student may be revealed to the student's parent/guardian, the principal or any

other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

#### **F. Safeguarding Physical Evidence**

All physical evidence secured through any investigation or search shall be handled by as few individuals as possible and shall be properly documented. Proper documentation shall include a description of how the School District obtained the evidence, the circumstances under which it was obtained, the individuals who were involved, and the listing of the chain of custody of the evidence. The evidence shall be properly tagged and secured.

#### **G. Police/Law Enforcement Involvement**

1. **Suspected criminal acts, as defined in the Pennsylvania Crimes Code, shall be reported to the appropriate police department.**
2. Police are authorized to question the student during school hours under the following conditions:
  - a. The school will notify the student's parent/guardian and receive their approval. The approval must be documented by the administrator.
  - b. A school administrator or designee will be present while the student is being questioned.
3. When appropriate, possible evidence will be turned over to the police. The transfer shall be properly documented and an attempt should be made to obtain a receipt from the police.
4. In the event a student becomes uncooperative or unruly during an infraction or investigation, the police may be called to intervene.

#### **H. Surveillance Cameras**

The School District may install and use surveillance cameras to record activity in school buildings and on school property and buses, and may use images and recorded information for disciplinary and other appropriate purposes.

#### **I. Canines**

The School District may use canines in searches of lockers, buses, buildings and grounds, including parking areas and any vehicles parked thereon. Canine searches may be announced or unannounced. If at all possible, the student whose locker is being searched should be present if practical. If school authorities have a reasonable belief that a locker

contains materials which pose a threat to the health, welfare and safety of students in the school, such a student locker may be searched without prior notice or witnessed by the student who occupies the locker.

#### **IV. RESPONSES TO STUDENT VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

##### **A. Generally**

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the School District, to provide just punishment, to afford adequate defense to future violations, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. Except for those matters which the Administration refers to the School Board of Directors for resolution, however, the determination of the level of discipline shall be made solely by the appropriate staff taking into consideration the aforesaid purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant, race, sex, national origin, creed, socioeconomic, academic or athletic status of the student shall not be considered in determining discipline.

##### **B. Uniformity and Disproportionality of Discipline**

It is the goal of the Board of School Directors of the Central Dauphin School District to have uniformity in the imposition of discipline by staff for similar conduct by similar offenders; but it is also the goal of the Board to have proportionality in discipline through a system that imposes appropriately different discipline for violations of different severity. There is a fundamental tension between these goals. Perfect uniformity destroys proportionality. Similarly, a disciplinary system tailored to fit every conceivable wrinkle will be unworkable. Therefore, in order to fulfill the twin goals of uniformity and proportionality, and to further the purposes of this Code, the following disciplinary responses are hereby established noting levels of offenses and suggesting disciplinary responses. However, the staff of the school shall have discretion to deviate from any of the guidelines whenever they deem it appropriate to do so in a given instance.

##### **C. Prohibited Discipline**

###### **1. Corporal Punishment**

- a. Corporal punishment shall not be used as a disciplinary measure.

#### **V. DISCIPLINE OF EXCEPTIONAL AND DISABLED CHILDREN**

Exceptional children as defined in state and federal law and disabled students as defined in the Individuals with Disabilities Education Act (IDEA) are clothed with substantive and procedural rights which may restrict or prohibit the School District from implementing some or all of the disciplinary responses described herein or through the procedures set forth in this Code. Staff is hereby prohibited from making any change with respect to or imposing any discipline upon any exceptional or disabled student which would constitute a change in placement or a violation of the child's Individualized Educational Plan (IEP) without first satisfying the procedural and substantive prerequisites established by or pursuant to the state and federal law. Disciplinary referrals, including bus violations, should be reported directly to the appropriate special education supervisors.

#### **VI. ENUMERATION OF PROHIBITIONS**

The following activities are prohibited. Any student who engages in any of these activities is subject to discipline, which may include suspension or expulsion. This policy applies to any student who is on school property, on a school bus, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of the students or employees.

##### **Levels of Offenses**

###### **Level 1 Offenses**

Level 1 offenses are minor misbehaviors on the part of the student which impedes the orderly classroom environment or interferes with the orderly operation of school. The misbehaviors can usually be handled by an individual staff members but sometimes require the intervention of other school support personnel. Examples include, but are not limited to;

- Classroom tardiness
- Violation of Dress Code
- Bullying (definition below)
- Throwing objects, except as consistent with supervised activities, that can cause bodily injury or damage property.
- Lying or giving of false information either verbally or in writing to a school employee.
- Public displays of affection
- Non-defiant failure to complete assignments or carry out directions.

- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy.
- Participating or engaging in any activity which interferes with or disrupts the educational process.
- Improper Conduct - Level 1 (definition below)

**Level 1 Disciplinary Response Structure - (Discipline is based on severity of incident and administrator discretion.)**

*Elementary (K-5)*

- Clarification of expectations
- Verbal or written reprimand
- Detention
- Time out
- Student/teacher conference
- Parental contact by classroom teacher
- Change of position of desk, line, etc.
- Isolation within room from peers
- Modeled practice (watching or practicing proper behavior)
- Behavior correction assignment (related directly to rule infraction and desired modification)
- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties, study trips, special class projects, etc.)
- Restore or replace property based on condition and cost
- Zero for assignment

*Secondary (6-12)*

- Student/Teacher/Parent conferences
- Loss of privileges (ex. assigned cafeteria seat, restricted hall pass, library restriction, etc)
- Verbal or written warning
- Detention
- Saturday school (if provided by school)
- Item confiscation
- Zero for assignment

**Level 1 Definitions of Offenses**

**Bullying** shall mean unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult in school or school sponsored activities. Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. The Central Dauphin School District recognizes that bullying has a negative effect on the educational environment and overall climate of the schools. The district administration is committed to providing staff development opportunities to all professional and support staff enabling them to recognize acts of bullying and the proper procedure to report an incident. The school district strives to offer to all students an enriched educational experience free from bullying or acts of harassment. The Bullying Policy 249 may be found on the district web site.

**Improper Conduct (Level 1)** - Any conduct that: creates a potential or minor breach to another persons rights; creates a potential or minor unsafe situation to oneself or others personal safety; creates potential or minor damage to property

**Level 2 Offenses**

Level Two offenses are misbehaviors which due to frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level One misbehaviors, require the intervention of personnel on the administrative level. Also 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 on the part of the administration. Examples include, but are not limited to:

- Continuation of unmodified Level One behavior
- Cutting Class
- Truancy
- Stealing, minor theft, forgery, or the attempt to do so
- Possession and/or use of a Laser Pointer
- Vandalism (minor)
- Physical Confrontations (definition below)
- Any purposeful activity which threatens the health, safety, or welfare of any individual
- Inappropriate language/abusive language and/or gestures
- Improper Conduct - Level 2 (definition below)

- Harassment (definition below)
- Failure to report to assigned disciplinary measure
- Possession, use or distribution of inappropriate media or material (e.g. written, visual, audio or video)
- Scholastic Dishonesty (definition below)
- Violation of District's Fund Raising Policy
- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy
- Interfering with, lying to or refusing to cooperate with district staff while performing an investigation. This would include such activities prior to the incident such as, but not limited to, blocking the surveillance cameras or acting as a lookout.
- Use of Personal Electronic Devices (definition below)
- Use of Cell Phones, personal electronic devices, (definition below) or any communication device during school hours (from the moment a student enters school property until the end of dismissal, which concludes at the time a student leaves the building or the departure of the school buses (approximately 2:30 p.m. for secondary students.)

**Level 2 Disciplinary Response Structure - (Discipline is based on severity of incident and administrator discretion.)**

*Elementary (K-5)*

- Referral to counselor and/or IST
- Behavior modification plan/contract
- Parental conference/contact
- Home/school plan
- Removal from classroom
- Referral to principal
- Referral to outside support agency
- Repair, clean or replace property
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior) removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others

- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties, study strips, special class projects, etc.)
- Loss of credit for assignment involving Scholastic Dishonesty
- Loss of study trips and assemblies
- Detention
- In school suspension
- Out of school suspension

*Secondary (6-12)*

- Detention(s)
- In school suspension(s)
- Saturday School(s) (if provided by school)
- Lunch Detention(s)
- Repair, clean or replace property(s)
- Loss of credit for assignment involving Scholastic Dishonesty
- Out of school suspension(s)
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others

**Level 2 Definitions of Offenses**

**Physical Confrontations** – Minor physical contact that does not result in or have the intent to cause injury.

**Harassment** - The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated in schools or school sponsored activities

For purposes of this policy, harassment shall consist of verbal, written, graphic, electronic or physical conduct relating to, but not limited to, an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

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

**Scholastic Dishonesty** which includes, but is not limited to, cheating on homework, quizzes, tests, projects, papers, exams and any other school assignments, plagiarism and collusion. Cheating as a first offense, shall be classified as an academic problem, to be handled by each individual teacher. Teachers will handle proven cases of first offense cheating by assigning a "zero" (optional for elementary) to that particular activity, assignment, quiz, or examination. The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating. All cases of first offense cheating shall be conveyed, in writing, to the principal or his/her designee before the close of school on the day the teacher has established proof of cheating. Copies of all information and materials utilized by the teacher to establish such proof must accompany this written notification. The principal or his/her designee will be required to appropriately file all such written notifications. Cheating involving more than one course of study (or a repeat of the same course) shall be handled by the principal or his/her designee as repetitive cheating and will be classified as a disciplinary problem. The second offense of cheating will result in a "zero" for that particular activity, assignment, quiz or examination as well as (for secondary only and optional elementary) discipline. Continued cheating will result in progressive discipline. The student and parent/guardian will be informed, in writing, by the principal or his/her designee, of the student's repetitive cheating problem.

Cheating on a test includes copying from another student's test paper; using material during a test which is not authorized by the person giving the test; collaborating (including text messaging) with another student during the test without authority; knowingly using, buying, selling or stealing, transporting or soliciting in whole or in part the contents of an unadministered test; substituting for another student or permitting another student to substitute for oneself to take a test; bribing another person to obtain a test that is to be administered; or securing copies of a test or answers to that test in advance of the test; doing another person's work via the computer/technology. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

**Use of Cell Phones** and Personal Electronic Devices during school hours (from the moment a student enters the school building until the end of dismissal, which concludes at the time a student leaves the building or the departure of the school buses, approximately 2:30

p.m. for secondary students.) **No elementary student shall use a communication device or personal electronic device during the academic school day unless use is teacher or administrator approved.** Use is defined as the device being in the power "on" mode. In addition to the disciplinary response, the communication/personal electronic devices will be confiscated and may result in the student being prohibited from having a cell phone in their possession for the remainder of the school year. If a student brings a communication device to school, loss, theft, or damage will not be the responsibility of the school.

#### **Use of Personal Listening/Communication/Electronic Devices.**

No elementary school student shall use, turn on or have visible, a personal listening device such as an iPod, MP3 player, Gameboy, Nintendo DS, digital camera, etc. during the academic school day (academic school day is when the student is physically present in the school building) unless use is teacher or administrator approved. If a student brings a personal listening device to school, loss, theft or damage will not be the responsibility of the School District. Inappropriate use of this device is prohibited and could result in confiscation and revocation of privileges.

**Guidelines for use of Electronic Devices (i.e. cell phones, iPods, etc.) in the Secondary Schools** - Electronic devices will be permitted in school at specific times; however they should not interfere with the educational environment or process.

Silent and appropriate use of electronic devices is permitted before and after school and during the school day at the following times: Lunches, class changes, and other times with teacher permission (i.e. study hall, for classroom assignments, etc.)

Incoming and outgoing phone calls from cell phones are not permitted during the school day. Students are only permitted to make phone calls if they are granted permission from building administration.

Headphones are not permitted to be worn from 7:45am-2:30pm, unless permission is given by the classroom teacher. If headphones are permitted to be used, then the volume should not be audible to others and/or disruptive to the learning environment.

Cell phones should be silent and put away when entering the classroom.

Consequences will be given for inappropriate use of electronic devices. Including, not limited to:

- Taking pictures/video of other students without consent from staff
- Taking pictures/video of staff without prior consent

- Audible noise from headphones/cell phone/electronic device
- Cell phone ring is audible
- Making phone calls without administrative permission
- Receiving a phone call during the school day
- Using cell phones in locker rooms, bathrooms, etc.
- To promote or engage in bullying, violence, or the invasion of another student's privacy
- Sharing sexually explicit, lewd images
- To engage in scholastic dishonesty, cheating, etc.

**Consequences:**

1st Write-up: ISS/OSS

2+ Write-up(s): Progressive Discipline

At administrative discretion: Cell phone restriction

**Staff Procedures:**

1. Discuss classroom procedures for electronic device use with students. Reinforce expectations on days there are changes in procedure. Clear communication and expectations are critical.
2. Ask the students to turn off the phone/put it away and students should comply.
3. If students do not comply, parent/guardian should be notified and a detailed misconduct form should be submitted.

**Improper Conduct (Level 2)** - Any conduct that: creates a breach to another person's rights; creates an unsafe situation to oneself or others personal safety; creates damage to property.

**Level 3 Offenses**

Level Three offenses include acts which are directed against persons or property but which do not seriously endanger the health or safety of others in the school. Although these acts may be criminal, they can usually be handled by the disciplinary mechanism in the school. Corrective measures which the school will undertake, however, will depend upon the extent of the school's resources for remediating the situation in the best interests of all students. Examples include, but are not limited to

- Continuation of unmodified Level Two behaviors
- Threats to others

- Defiance of the authority of a teacher, principal, bus driver, supervisor, other school employee or person in charge
- Inappropriate language/abusive language and/or gestures directed toward staff members or school employees
- Threatening or intimidating fellow students
- Fighting (definition below)
- Gang Activity or Symbolism (definition below)
- Leaving school facilities when not permitted to do so
- The possession or use of matches, lighters or any incendiary device in school vehicles, at school activities or on school property is prohibited.
- Vandalism (Major)
- Improper Conduct - Level 3 (definition below)
- Assault (definition below)
- Gambling
- Possession or transfer of tobacco products (definition below)
- Any activity that can potentially cause harm to another or moderate damage to property
- Possession, use or transfer of inappropriate media (video, audio, sexting, or written material)
- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy

**Level 3 Disciplinary Response Structure - (Discipline is based on severity of incident and administrator discretion.)**

*Elementary (K-5)*

- Referral to counselor and/or IST
- Behavior modification plan/contract
- Parental conference/contact
- Home/school plan
- Detention(s)
- Removal from classroom
- Referral to principal
- Referral to outside support agency

- Repair, clean or replace property
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties, study trips, special class projects, etc.)
- In school suspension(s)
- Recommendation to Board for Hearing for Expulsion
- Out of school suspension(s)
- Referral to law enforcement

*Secondary (6-12)*

- In school suspension(s)
- Out of school suspension(s)
- Referral to law enforcement
- Referral to Student Assistance Program
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Recommendation to Board for Hearing for Expulsion

**Level 3 Definitions of offenses:**

**Gang Activity or Symbolism** - The Central Dauphin School District will not tolerate any gang activity or symbolism on school property, in school vehicles or at school-related activities. A “gang” is a group of people which initiates, advocates or promotes activities that threaten the safety or well-being of persons or property, or which disrupts the school environment.

1. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership in/or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is prohibited.
2. Gang initiations, hazing, intimidation and/or related activities of such gang affiliations are prohibited.

3. The wearing, carrying or displaying of gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be prohibited.

**Fighting** – Mutual exchange of physical contact that results in or attempt to cause bodily injury.

**Assault** – Physical contact that results in or attempt to cause bodily injury.

**Possession or transfer of tobacco products** - The possession of tobacco products by a student on school property, in school vehicles, at school activities or in school buildings is prohibited as defined by the Tobacco Policy 222 (refer to Board Policy). Tobacco is defined as including, but not limited to, snuff, dip, chewing tobacco, pipe tobacco, lighted or unlighted cigarette, electronic/vapor and smokeless tobacco in any form, cigar, pipe or other smoking products not considered drug paraphernalia.

Effective December 4, 1996, violators of the tobacco use policy shall be punished by municipal fine. (Under PA Law ACT 145 any student found in possession of and/or in use of any tobacco products will be fined up to \$50.00.) Except where circumstances justify alternative discipline, secondary students caught in violation of the District’s tobacco policy will be subject to the following disciplinary procedure:

1. *First Offense:* Suspend for a period of one to three days or until a parent conference is completed and a fine up to \$50.00 plus court costs.
2. *Second Offense:* Suspend for a period of one to five days or until a parent conference is completed and a fine up to \$50.00 plus court costs.
3. *Third offense:* Schedule a hearing before the Assistant Superintendent to include student and parents/guardian.
4. *Fourth offense:* Formal charges to be filed with the Superintendent for action of Board Hearing for possible expulsion.
5. Disciplinary action for violation of the tobacco policy shall be cumulative.

**Improper Conduct (Level 3)** - Any conduct that: creates a major breach to another persons rights; creates major unsafe situation to oneself or others personal safety; creates major damage to property

## Level 4 Offenses

Level Four offenses include acts which result in violence to another person or property or which pose a direct threat to the safety of others. These acts are usually criminal in nature and will result in the student's immediate removal from school, the intervention of law enforcement authorities and a referral to the administrative discipline committee.

Examples of such conduct include, but are not limited to;

- Unmodified Level Three Behaviors
- Unmodified and continuous negative behavior
- Cutting, defacing or in any way damaging property, real or personal
- Engaging in sexual activities on school property, school bus, and/or school sponsored events
- Video recording and/or dissemination of sexual activities on school district property, schools buses, and/or school sponsored events.
- Arson
- Robbery
- Committing, or attempting extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
- Tampering with, changing or altering records or documents of the School District by any method including, but not limited to, computer access or other electronic means
- Threatening or intimidating staff or other school personnel (directly, indirectly, or by any other manner)
- Violation of District's Weapons Policy (definition below)
- Violation of the District's Drug and Alcohol Policy (definition below)
- Prohibition of Steroid Use (definition below)
- Use of tobacco products (definition below)
- Improper Conduct - Level 4 (definition below)
- Disorderly Conduct
- Participating or engaging in any activity which interferes with or disrupts the educational Process

- Violation of criminal or civil law or District Policy or building regulations
- Failing to comply with lawful directives or rules issued by school personnel or school policies, rules and regulations
- Terroristic threat(s) (definition below)
- Sexting - Sending nude and/or sexually explicit photographs and messages electronically.

## Level 4 Disciplinary Response Structure - (Discipline is based on severity of incident and administrator discretion.)

### *Elementary (K-5)*

- In-school suspension(s)
- Out-of-school suspension(s)
- Referral to Alternative Education program
- Homebound instruction
- Intervention of law enforcement authorities
- Recommendation to Board for hearing for expulsion
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Loss of study trips and assemblies

### *Secondary (6-12)*

- Out of school suspension(s)
- Referral to Alternative Education
- Recommendation to Board for hearing for possible expulsion
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others

## Level 4 Definitions of Offenses:

**Violation of District's Weapons Policy** - Possessing, handling, transporting, using, discharging, manufacturing, making, remaking, assembling, selling, distributing or transferring any weapon or ammunition while in any school building, on any school premises, on any school bus or other conveyance providing transportation to or from



any elementary or secondary school or activity of the Central Dauphin School District, at any school activity or function, whether sponsored by the school district or not, or while coming to or going from school or school activities;

The Central Dauphin School District adheres to Pennsylvania Crimes Code, Title 18 Pa. C.S.A. Crimes and Offences § 912 Possession of weapon on school property.

**Scope of Prohibitions.** The prohibitions with respect to weapons and ammunition set forth in this Code of Student Conduct apply even though the school activity or function may be on private property; the student may be licensed to possess a firearm in the Commonwealth; and/or the firearm is not loaded and is in a locked container or a locked firearms rack which is in or on a motor vehicle.

**Definitions:**

1. The term “weapon” includes, by way of example and not limitation, electrical protection device (Taser or stun gun), protective spray (OC ("oleoresin capsicum") or pepper mace), any knife, wearing apparel (e.g. chains or spiked accessories) cutting instrument, cutting tool, nun chuck stick, firearm, gun, shotgun, rifle, and any other tool, instrument or implement capable of inflicting bodily injury or property damage, and shall include any item that is represented to be a weapon, that is threatened to be used as a weapon, or that has the appearance or characteristics of a weapon, such as a toy gun or water pistol; this includes but is not limited to a replica or look-alike weapon or explosive. Discretion may be used by the building administrator based on grade level if a toy gun or water pistol is present (refer to Board Policy 218.1).
2. The term “firearm” means:
  - (a) any weapon (including a starter gun) which will or is designed to or may be converted to expel a projectile by the action of an explosive;
  - (b) the frame or receiver of any such weapon;
  - (c) any firearm muffler or firearm silencer; or
  - (d) any destructive device.
3. The term “destructive device” means:
  - (a) any bomb or device that is explosive or incendiary in nature; or
  - (b) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the

action of any explosive or other propellant and which has any barrel with a bore.

**Duty to Report Violations.** Students observing or otherwise becoming aware of weapons in school buildings, on school property, at school activities, on school buses or other conveyances, or of any person violating this policy, shall report the same to a school district teacher or administrator as soon as possible.

Any student who is determined to have brought a weapon, as defined in this Code, onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, (Gun Free Schools Act of 1994) shall be expelled from school for a period of not less than one year unless such expulsion is modified by the Superintendent on a case-by-case basis. This requirement shall not be construed to prohibit the provision of educational services to any expelled student in an alternative setting if such is required by state law. Any student who brings a firearm or weapon to a school served by the Central Dauphin School District shall be referred to the criminal justice or juvenile delinquency system.

**Violation of District’s Drug and Alcohol Policy** - It is the goal of the Central Dauphin School District to maintain a drug-free and alcohol-free school environment. In order to further this goal, the Alcohol, Drugs and Controlled Substances Policy No. 227 was adopted (refer to policy). The administration defines possession as actual or constructive. The administration defines use as consuming, taking or partaking of any drugs or alcohol in any quantity or form. Additionally, appeals for reinstatement by the student in extra-curricular/co-curricular activities or athletics must be within 10 days of the disciplinary action.

Any student who violates the provisions relating to a drug-free and alcohol-free school environment shall be subject to suspension or expulsion at the discretion of the School Board. As an alternative or in addition to such discipline, the board may require participation of the student in the Student Assistance Program and/or, the board may impose such other conditions upon the student as are appropriate under the circumstances, including, but not limited to, requiring a student at his or her expense to participate satisfactorily in a drug abuse or alcohol abuse assistance or rehabilitation program. However, in the absence of circumstances requiring different responses, as determined in the sole discretion of the School District, the School District shall respond to a violation as follows:

1. The use of a controlled substance or alcohol by a student is indicated, the student will be referred to the SAP (secondary) or core team.

- i. The student is referred to the Student Assistance Program or core team.
  - ii. The Student Assistance Program or core team will collect data and assess the student's need.
  - iii. An intervention conference will be held if the core team feels it is indicated by the data.
2. A student volunteers information about personal drug or alcohol use and asks for help.
- i. The student is informed of services available and of the Student Assistance Program, and encouraged to seek assistance.
  - ii. The Student Assistance Program or core team will follow up on a student's request for help through referrals, assessments, outside resources and other appropriate responses.
3. A student possesses (actual/constructive) or is in control of alcohol, drugs, synthetic drugs or drug paraphernalia; or is under the influence of a controlled/synthetic substance or alcohol; or manufactures, distributes, dispenses or traffics a controlled/synthetic substance or alcohol.
- i. Obtain a signed statement from the student describing the circumstances, substance and other information pertinent to the incident.
  - ii. After the informal hearing the suspension can be increased from three (3) to ten (10) days inclusive. Parents are to be notified of the suspension in writing and by telephone. The notice shall state the reasons for the suspension and a date and time for a parent-student informal hearing.
  - iii. Police are to be notified. If the student is 17 years or younger and the police are to be present when questioning students in school regarding a violation, parents must be notified and given the opportunity to be present during questioning.
  - iv. The drug paraphernalia shall be handled by as few individuals as possible, prior to surrendering it to the police for analysis. Tag the substance/item indicating what, where, when and who was present. All those who handled the item/substance should be listed in order of their custody. Obtain a receipt from the police for such material.
  - v. Upon proper confirmation of a violation of policy and only after the student-parent informal hearing has been

completed, the suspension shall be continued for the full ten (10) days. **Each case involving the possession (actual/constructive), use and/or distribution of a controlled/synthetic substance will be referred to the Discipline Committee and/or for the School Board Discipline Committee for review and possible placement in the Alternative Ed program or expulsion.**

- vi. A recommendation may be made to require that the student receive an assessment by a licensed drug and alcohol counselor and comply with his/her recommendations. The appointment should be conducted within thirty (30) days.
- vii. Refer student to the Student Assistance Program or core team.
- viii. Depending on the substance and the student's disciplinary record, the recommendation may include alternative school, expulsion or return to the regular program under conditions of probation.

**Prohibition of Steroid Use** - No pupil shall use anabolic steroids except for a valid medical purpose, and as lawfully prescribed by a physician. For the purposes of this policy, bodybuilding, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability is not a "medical purpose." The term "anabolic steroids" is defined as the controlled substances listed or to be listed by whatever official name, common or usual name, chemical name or designated trade name as classified in Section 4(3)(vii) of the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972, P.L. 233, as amended 35 P.S. Section 780-104(3)(vii). The term "involved in a school-related athletic activity" is defined as participation as a player, coach, assistant, trainer, manager or cheerleader in any practice session, game, match, meet or tournament involving an interscholastic athletic team representing any school in the Central Dauphin School District.

Any pupil found in violation of this Code's prohibition of steroid use shall receive appropriate discipline which may include the following:

- 1. Upon a *first violation*, suspension from school-related athletic activities for remainder of the season;
- 2. For a *second violation*, suspension from school-related athletic activities for remainder of the season and for the following season;
- 3. For a *third violation*, permanent suspension from school-related athletic activities.

In addition to the penalties set forth above, no pupil found in violation of this policy shall be eligible to resume participation in a school-related athletic activity unless he or she has provided medical evidence that there is no residual evidence of anabolic steroids in his or her body. Where appropriate, the Board may require participation in a drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school-related athletic activity.

**Use of Tobacco Products** - (including but not limited to snuff, dip, chewing tobacco, cigarettes, pipe tobacco, etc.)

The use of tobacco by a student on school property, in school vehicles, at school activities or in school buildings is prohibited. Tobacco is defined as including, but not limited to, snuff, dip, chewing tobacco, pipe tobacco, lighted or unlighted cigarette, electronic/vapor and smokeless tobacco in any form, cigar, pipe or other smoking product not considered drug paraphernalia.

Effective December 4, 1996, violators of the tobacco use policy shall be punished by municipal fine. (Under PA Law ACT 145 any student found in possession of and/or in use of any tobacco products will be fined up to \$50.00.) Except where circumstances justify alternative discipline, secondary students caught in violation of the District's tobacco policy will be subject to the following disciplinary procedure:

1. *First Offense*: Suspend for a period of one to three days or until a parent conference is completed and a fine up to \$50.00 plus court costs.
2. *Second Offense*: Suspend for a period of one to five days or until a parent conference is completed and a fine up to \$50.00 plus court costs.
3. *Third offense*: Schedule a hearing before the Assistant Superintendent to include student and parents/guardian.
4. *Fourth offense*: Formal charges to be filed with the Superintendent for action of expulsion.
5. Disciplinary action for violation of the tobacco policy shall be cumulative.

**Improper Conduct (Level 4)** - Any conduct that: creates serious breach to another persons rights; creates a serious unsafe situation to oneself or others personal safety; creates serious damage to property

**Possession of Pager** - No student shall possess a pager during the regular school day. Upon advance approval by the building principal, a student who is a member of a volunteer fire company, ambulance or rescue squad or a student who has a need for a paging device due to the medical condition of an immediate family member shall place his/her

paging device in the main office during the school day. School personnel will contact students if they are paged for appropriate reasons. If a student brings a paging device to school, loss, theft or damage will not be the responsibility of the School District.

**Terroristic Threat** - A threat, direct or indirect, to commit a violent crime, with the intent to terrorize another person, cause evacuation of a building or other place of assembly, including transportation, or otherwise cause serious public inconvenience. (Safe Schools definitional section, of July 1, 2002.

### Special Rules Pertaining to the School Bus

All students who ride the school bus shall, in addition to complying with all rules in this Code of Student Conduct, comply with the following additional rules:

#### 1. Prior to Loading

- a. Be on time at the designated bus stop, arriving five (5) minutes before the bus is due.
- b. Wait for your bus at a safe place, well off the highway, on the side of the street where you live.
- c. Cross the street to enter the bus, if necessary, only when the bus is stopped and the red flag signals are on.
- d. Respect the property rights of people who reside on or near the bus stop.
- e. Do not get into private vehicles with strangers. All Central Dauphin School District vehicles are clearly marked with the designation "Central Dauphin School District" or "Durham."
- f. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.

#### 2. While On the Bus

- a. Observe regular classroom conduct except for ordinary conversation and follow the bus driver's instructions. The bus driver has the same authority on the bus as a teacher has in the classroom.
- b. Remain in your seat at all times, except when boarding and unloading. Do not change seats at bus stops.
- c. Keep your hands, head, feet and personal belongings inside the bus at all times.

- d. Do not talk or laugh loudly or engage in other similar conduct, as such conduct diverts the driver's attention and may result in a serious accident.
- e. Do not damage or tamper with any parts of the bus. In addition to being subject to disciplinary action for violating this rule, you or your parents will be responsible for the payment of the cost of repair/replacement.
- f. Keep the aisle clear, except when entering or exiting.
- g. Do not throw anything in the bus or out bus windows.
- h. Horseplay, fighting, eating and drinking are strictly forbidden, as is all other conduct prohibited by this Code of Student Conduct.
- i. Be courteous to fellow passengers and the bus driver.
- j. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol or tobacco, flammable liquids (butane, gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, tape recorders, radios, balls (except for team buses), water pistols, spray bottles, pea shooters, sling shots, skateboards, any item too large for a student to hold in his or her lap.

### 3. After Leaving the Bus

- a. When necessary, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal from the bus driver.
- d. Go directly to your school building in the morning and directly home in the afternoon.

## Bus Discipline

### I. General Levels of Offenses

- a. *Level One Offenses.* Level One offenses are those actions which are not a direct threat to the safe operation of the vehicle. These offenses include, but are not limited to: refusing a bus drivers' directive, the use of profanity, inappropriate gestures, sitting backward in the seat, not wearing seat belts where provided.

### Disciplinary actions:

1. Kindergarten-2nd Grade: Warning; suspension for 1-3, 5, 7, 10, 15, \*20 school days, indefinite bus suspension.
  2. 3rd-5th Grade: Warning; suspension for 1-3, 5, 7, 10, 15, \*20 school days, indefinite bus suspension.
  3. Secondary: Suspension for 3, 4, 7, 10, 15, \*20 school days or an indefinite bus suspension, plus any additional penalties listed in the Code of Student Conduct.  
\* A parent/student conference must be satisfied before reinstatement of riding privileges.
- b. *Level Two Offenses.* Level Two offenses are those offenses which cause a direct threat to the safe operation of the vehicle. These offenses include, but are not limited to: the continuation of LEVEL ONE OFFENSES, refusing a bus driver's directive, excessive noise, horseplay, changing seats, standing, throwing items, carrying restricted items onto the bus (balls, water pistols, pea shooters, live animals).

### Disciplinary actions:

1. Kindergarten-2nd Grade: Warning; suspension for 1-3, 5, 7, 10, \*20 school days, indefinite bus suspension;
  2. 3rd-5th Grade: Warning; suspension for 1-3, 5, 7, 10, 15, \*20 school days, indefinite bus suspension.
  3. Secondary: Suspension for 3, 4, 7, 10, 15, \*20 school days or an indefinite bus suspension, plus any additional penalties listed in the Code of Student Conduct.  
\* A parent/student conference must be satisfied before reinstatement of riding privileges.
- c. *Level Three Offenses.* Level Three offenses are actions directed against persons or property. Although these acts may be criminal, they can usually be handled by the disciplinary mechanism in the school. Corrective measures which the school will undertake, however, depend upon the extent of the school's resources for remediating the situation in the best interests of ALL students. In addition, Level Three offenses are those actions which present a direct threat to the safe operation of the vehicle. These offenses include, but are not limited to: the continuation of LEVEL TWO OFFENSES, fighting, throwing items in the direction of the driver, severe

verbal abuse directed at the driver, threats of harm directed at the driver, smoking, vandalism (restitution for vandalism will be the responsibility of the parent/guardian), verbal abuse including that which is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile, or that which is sexually, racially or ethnically related or unwelcome or offensive, threatening or an affront to the sensibility of others.

**Disciplinary actions:**

1. Elementary/Secondary – Suspension for ten (10)-thirty (30) school days, plus any additional penalties listed in this code, immediate bus suspension and disciplinary hearing.
- d. *Level Four Offenses:* Level Four offenses are those actions which result in violence to another person or property or which pose a direct threat to the safety of others in or around the vehicle. These acts are usually criminal in nature and will result in the student’s immediate removal from transportation, the intervention of law enforcement authorities and the referral to the administrative discipline committee. Examples of such conduct include, but are not limited to: continuation of LEVEL THREE OFFENSES, physical assault of the bus driver, smoking, carrying restricted items onto the bus, possession/use/sale of weapons including look-a-likes, possession/use/sale of drugs/alcohol – including look-a-likes, possession of combustible items, such as matches, lighters, liquid smoke bombs.

**Disciplinary actions:**

IMMEDIATE SUSPENSION/EXPULSION FROM THE BUS AND A DISCIPLINARY HEARING. (Expulsion from bus to be no less than one year in length.) Restitution for damages to school district property.

Any conduct which is prohibited under this Code is also subject to discipline as if the conduct occurred on school property.

The principal and/or bus driver may assign seats on busses.

Principals are responsible for due process in investigating and in the initial contact with parents.

Student disciplinary records in levels ONE & TWO will be cleared at the end of each school year. Level THREE & FOUR offenses will be retained until graduation.

Any incident occurring at the end of the school year will result in disciplinary action being administered or continued at the beginning of the next school year.

**Transportation Video/Audio Recordings**

1. Video/audio recorders are placed on board school buses to be a deterrent against acts of misconduct, thus providing a safer environment for students, driver and the motoring public.
2. District school buses will be equipped with camera boxes, so problems can be pinpointed and appropriate disciplinary action may be taken.
3. Videotapes capturing misbehavior may be used at conferences with parents, and as evidence for disciplinary action.
4. All cameras in buses, when so equipped, will be activated by the drivers when the ignition is activated.

**VII. PROCEDURES**

**A. Generally**

The following procedures apply to the types of discipline indicated.

**1. In-School Suspension**

- a. In-school suspensions may be imposed only by the building principal, other administrators in charge of the building, members of the central administration or the Board of School Directors.
- b. No student should receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- c. Parents or guardians shall be notified of the suspension action by the school.
- d. If an in-school suspension exceeds three (3) consecutive school days, the student and parents shall be given the opportunity for an informal hearing before the end of the third day.
- e. The informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event(s) for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student’s parents or guardians to meet with the principal to discuss ways in which future offenses can be avoided.

The informal hearing shall have the following due process elements:

- i. Notification of the reasons for suspension shall be given in writing to the parents or guardians and to the student;
- ii. Sufficient notice of the time and place of the informal hearing shall be given;
- iii. A student shall have the right to question any witnesses present at the hearing;
- iv. A student has the right to speak and to produce witnesses on his/her own behalf;
- v. Educational assignments will be given/sent to the student during the period of the in-school suspension.

## **2. Out-of-School Suspension**

- a. Out-of-school suspensions may be imposed only by the building principal, other administrators who are in charge of the building, members of the central administration or the Board of School Directors.
- b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- c. The parents and the Superintendent of the District shall be notified in writing when the student is suspended.
- d. If a suspension exceeds three (3) school days, the student and parents shall be given the opportunity for an informal hearing consistent with the informal hearing requirements set forth previously with respect to in-school suspensions.
- e. Out-of-school suspensions may not be made to run longer than ten (10) consecutive school days.
- f. Students have the responsibility to make up examinations and work missed and shall be permitted to complete their assignments in compliance with administrative practice.

## **3. Assignment to the Alternative Education Program**

Admission to the Alternative Education Program will be in accordance with the district's guidelines.

## **4. Formal Hearing/Expulsion**

The Board of School Directors is permitted to expel a student. Expulsion is the exclusion from school for a period exceeding ten (10) school days and includes permanent expulsion. All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except if an in-school or out-of-school suspension is imposed in accordance with this Code, or if it is determined after an informal hearing that the student's presence in his normal class will constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension. Whenever any student is referred to the School Board, a formal hearing is to be held before 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 is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

- a. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- b. Sufficient notice of the time and place of the hearing must be given.
- c. The hearing shall be held in private unless the student or parent requests a public hearing.
- d. The student has the right to be represented by counsel.
- e. 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.
- f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- g. The student has the right to testify and present witnesses on his or her own behalf.
- h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- i. The proceeding must be conducted with all reasonable speed.

## **POLICIES**

### **815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS, AND INFORMATION SYSTEMS**

**(Adopted: June 26, 2006, Revised: February 10, 2014)**

#### **1. Purpose**

The Central Dauphin School District (“school district”) provides users (employees, students and guests) with access to the school district’s electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, servers, any hardware or software, Internet, electronic e-mail systems, and any other element of the district’s computer, communications or electronic communication/information systems (collectively “CIS systems”) provide vast, diverse and unique resources.

The Board shall provide access to the school district’s CIS systems for employees, students, and for users in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the district.

For users, the school district’s CIS systems must be used primarily for education-related purposes and performance of school district job duties. Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee’s job duties and performance, with system operations, or with other system users.

The CIS systems may not be used for commercial or business purposes (offering goods or services). It may not be used for political purposes with the exception of communication with their elected representatives to express their opinion on political issues.

Personal use must comply with this policy and all other applicable school district policies, procedures and rules contained in this policy, as well as Internet service provider (“ISP”) terms, local, state and federal laws and must not damage the district’s CIS systems. Students may only use the CIS systems for educational purposes.

The use of personal computing devices on the district network is permitted only on specially designated networks. When a student, parent/guardian, employee, or guest connects a personal computing device (including but not limited to laptops, netbooks, slates, flash drives, and cell phones) to the district network they are agreeing to the requirements contained in this policy (and other technology policies and procedures posted on the district website) and should consider his/her personal device subject to the same levels of monitoring and access as any district owned device.

In order to connect a device to the district network it will require the user to accept the terms of the district agreement as well as install software on the device to ensure the device is compliant with district policies.

The school district intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. All violators of this policy will be prosecuted subject to appropriate discipline.

## 2. Authority

Access to the school district's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts, data, email, stored files, and any other information, are the property of the school district, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action at any time. The district will cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.[1][2][3][14][15]

It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the district's CIS systems. The district reserves the right to monitor, track, log and access CIS system use and to monitor and allocate fileserver space.

The district's AUP ("Acceptable Use Policy") remains in place and fully enforceable regarding any and all actions that any user takes when connected to, through, or into any other computer system, network or service.

The school district reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. The district will use specific technology to accomplish this task as defined on the district website for technology policies and procedures. Specifically, the school district operates and enforces technology protection measure(s) that block or filter online activities pursuant to the Children's Internet Protection Act. Programs or services being utilized to block access shall be identified on the district's website. [6]

The filter may be disabled by the network administrator at the workstation level use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason. Such requests must be made to the Director of Technology in writing.

The school district reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity.

1. **Highest** - uses that directly support the education of the students.
2. **Medium** - uses that indirectly benefit the education of the students.
3. **Lowest** - uses that include reasonable and limited educationally-related interpersonal communications and incidental personal communications.
4. **Forbidden** - all activities in violation of this policy.

The school district additionally reserves the right to:

1. Determine which CIS system services will be provided through school district resources.
2. View and monitor network traffic, internet activity, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail.
3. Remove excess e-mail or files taking up an inordinate amount of fileserver disk space after a designated period of time to be established by the Technology Department.
4. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable school district policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of school district resources and equipment.

## 3. Delegation of Responsibility

The Superintendent or designee shall interpret and enforce this policy.

The district shall make every effort to ensure that this resource is used responsibly by all students, staff, and guests.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The school district has the responsibility and will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response yearly as per the "Protecting



Children in the 21st Century Act". The District Internet Safety Curriculum will be posted on the district website.

The Director of Technology will establish a process for setting-up and maintaining computer accounts and setting quotas for disk usage on the system.

The Director of Technology will establish and maintain security procedures, data retention procedures, and virus protection software. Designated technicians will be responsible for enforcing these quotas and procedures.

#### **4. Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose and all users shall respect the privacy of other users on the system.

Access to all data on, taken from, or compiled using district resources is subject to inspection and discipline. Users have no right to expect that district information placed on users' personal computers, networks, Internet and electronic communication systems is beyond the access of the district. Any personal data, information, and/or files stored on the districts computers and/or network(s) is considered to be owned by the district. The district reserves the right to legally access users' personal equipment for district information.

##### Parental Notification And Responsibility

Parents/Guardians shall be informed of the policy at the time of student registration for school. This policy shall be included in the Student Code of Conduct and shall be available on the district website. The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district's CIS systems.

At each school, student friendly AUP's will be available and distributed to students and families. These AUP's are intended to assist individuals in understanding the districts Acceptable Use Policy, however they do not supersede or replace any portion of the Board approved AUP.

##### School District Limitation Of Liability

The district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school district's CIS systems will be error-free or without defect. The school district does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the district, nor is the district responsible for the accuracy or quality of the information obtained through or stored on the CIS

system. The district shall not be responsible for any damaged, delayed, or misdelivered or unavailable data, including all forms of electronic communication when using the CIS system. The district will not be responsible for stolen, damaged or lost personal devices of students, employees, or guests. The district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The district shall not be responsible for any financial obligations, charges or fees resulting from access to the district's CIS systems.

##### Prohibitions

The use of the school district's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes or for sending, receiving, viewing or downloading visual depictions of obscenity, child pornography or material that is harmful to minors is prohibited. The terms child pornography, obscene, and harmful to minors shall have definitions set forth in the Child Internet Protection Act. Students, staff and guests are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following are examples of prohibited uses:[6]

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.[7][8]
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted material.
7. Access to materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentionally obtaining or modifying of files, passwords, and data belonging to other users.

12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.[9]
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software, and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Users will not post chain letters or engage in "spamming". Spamming is sending an unsolicited message to a large number of people.
19. Attempting to bypass any blocking software that may be used or installed by the district.
20. Intentionally entering any secure or confidential area of the district's systems, network(s), computers or other CIS system without proper authority.
21. Use of any software or Internet site in violation of any applicable licensing agreement or applicable terms of use.
22. Deleting or removing any program, application, security feature, or virus protection from any district computer or other CIS system.
23. Violating any applicable criminal statute pertaining to computers, property, or electronic devices.

#### Access And Security Prohibitions

System security is protected through the use of network accounts and passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name with the exception of:
  - a. Student presentations on an instructor's computer are allowed provided the student is being monitored during the presentation.
  - b. Technology support staff while determining technological problems and resolutions.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users are required to follow the password requirements and guidelines as posted on the district website. This requires passwords to contain at least eight (8) characters in length that include a mandatory mix of letters, numbers, and punctuation characters.
5. User will be required to change the password every ninety (90) days

Users must immediately notify the Director of Technology Services and/ or designee if they have identified a possible security problem.

#### *Operational Prohibitions -*

Sharing of passwords or interfering with or disrupting the CIS systems, network accounts, services or equipment of others, including, but not limited to, propagating computer "worms" and "viruses", Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts.

#### *Incidental Personal Use -*

Personal use must comply with this policy and all other school district policies, procedures and rules, as well as ISP, local, state and federal laws and may not interfere with the employee's job duties and performance, with system operations, or with other system users, and must not damage the district's CIS systems. Under no circumstances should the user believe their use is private. The school district reserves the right to monitor, track, access, and log the use of its CIS systems at any time.

#### Content Guidelines

Information electronically published on the district's CIS systems shall be subject to the district technology guidelines posted on the website under technology policies and procedures.

#### Due Process

The school district shall cooperate with the school district's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through or relating to the school district's CIS systems.

If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

The district may terminate the account privileges by providing notice to the user.

A user's account may be disconnected and/or suspended without notice,

if in the opinion of the Director of Technology the account/access creates an immediate security risk to the network, or harm to another individual(s). In this event, the action will be reported immediately to the Superintendent's office.

#### Search And Seizure

Users' violations of this policy, any other district policy, or the law may be discovered by routine maintenance and monitoring of the school district system, or any method stated in this policy, or pursuant to any legal means.

The district reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users shall not have any expectation of privacy in their use of the school district's CIS systems, and other school district technology, even when used for personal reasons. Further, the district reserves the right, but not the obligation, to access any personal technology device of users brought onto the school district's premises or at school district events, or connected to the school district network, containing district programs or district or student data (including images, files, and other information) to ensure compliance with this policy and other district policies, to protect the school district's resources, and to comply with the law.

Everything that users place in their personal files should be written as if a third party will review it.

#### Copyright Infringement And Plagiarism

Use of the CIS systems for copyright infringement and plagiarism is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.[16][9]

#### Selection Of Material

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers shall preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers shall assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

A student or employee who claims that this policy is denying him/her access to material which is not prohibited by this policy shall have the right to review by filing an online website blocking/unblocking request form found on the district Intranet.

The request shall specifically describe the material which cannot be accessed, and the reasoning supporting the claim that the material is not prohibited. The Director of Technology Services shall approve or deny the request within ten (10) days of receipt.

If the student or employee is dissatisfied with the decision, s/he may request further review by the Superintendent by filing a written request with the Superintendent within ten (10) days after the written decision is issued. The Superintendent shall issue a written decision within ten (10) days after the written request is received, and this decision shall constitute the final decision of the school district.

#### Social Media Applications

Online communication is critical to students' learning of the 21st Century skills. The use of social media tools and interactive, online applications offer an authentic, real-world opportunity for student learning. Expectations for classroom blogs, wikis, student protected e-mail, podcast projects, or other web interactive use shall meet the following guidelines:

1. The use of blogs, podcasts, wikis, or other Social Media Applications are considered an extension of the classroom and student learning. Speech that is prohibited in the classroom is also prohibited in all use of blogs, podcasts, wikis, or other social media applications.
2. Users are expected to utilize safe practices while using blogs, podcasts, wikis, or other social media applications by not posting unapproved personal information on the web including but not limited to last names, personal details, addresses, phone numbers, or personal photographs.
3. All use of blogs, podcasts, wikis, or other social media applications must be approved by the building principal, Director of Curriculum, Instruction and Assessment, and the Director of Technology Services.

### School District Website

The school district shall establish and maintain a website and will develop and modify its web pages to present information about the school district under the direction of the Director of Technology Services. Publishers must comply with the district's website development policy.

### Safety And Privacy

To the extent legally required, users of the district's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the Director of Technology Services and/or designee.

Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another's identity in any way, may not use spyware, parasite ware, cookies, or use school district or personal employee technology or resources in any way to invade one's privacy.[13]

Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera and Internet access to take pictures of anything, including but not limited to, persons, places, and documents relevant to the district, saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the district unless legitimately authorized to do so).

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### Consequences For Inappropriate, Unauthorized And Illegal Use

Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[12]

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism shall result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Violations of this policy or other policies, or unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. School district administrative staff, along with the system administrator, shall deem what is appropriate and inappropriate use.

### Etiquette

Users are expected to abide by the generally accepted rules of network etiquette as posted on the district website.

### Disclaimer

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the school district's computers is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

**227. ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES**  
**(Adopted: May 23, 2005, Revised: September 13, 2010)**

**1. Purpose**

The Board recognizes that the misuse of drugs or alcohol is a serious problem with legal, physical and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety and welfare of all students.

In keeping with the mission of the district, the role of the drug abuse prevention policy and programs is to build partnerships between faculty, administrators, coaches, parents/guardians and students in order to reduce alcohol and other drug-related barriers to academic, athletic and personal development.

In this context, it is the Board's goal to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services that create supportive environments in which students are empowered to make responsible and healthy lifestyle choices. It is the Board's intent to promote non-use behavior, provide policies which emphasize that the use of alcohol and other drugs will not be tolerated, and provide educational programs to further those goals.

Through the use of curriculum and classroom activities, community resources, administrative and faculty efforts, and rehabilitative and disciplinary procedures, the district shall work to educate students and prevent the use and/or abuse of all drugs and alcohol.

**2. Definitions 35 P.S. Sec. 780-101 et seq 42 Pa. C.S.A. Sec. 8337  
21 U.S.C. Sec. 812 Pol. 210 Pol. 233**

**Drug** - any substance defined as a drug or controlled substance in the Controlled Substance, Drug, Device and Cosmetic Act. Controlled substances, including drug residue found in drug paraphernalia, shall be deemed drugs for the purposes of this policy. Additionally, any substance that once inhaled, ingested by mouth, or consumed in any other method, causes a diminished ability in a student to function in a school setting.

Examples of the above include, but are not limited to, anabolic steroids, marijuana (including marijuana seeds), synthetic marijuana, hashish, cocaine, chemical solvents, glue, spray paints, loco weed seeds, look-alike substances, and any medicine (prescription or non-prescription), capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school.

**Alcohol** - a liquid containing any percentage by volume or weight of ethanol or ethyl alcohol, including but not limited to, beer, brandy, cordials, whiskey and wine.

**Student Assistance Program (SAP) Team** - a multidisciplinary team composed of a building administrator, a guidance counselor, a school nurse, and at least one (1) teacher. A central office administrator, school psychologist, alternative education teacher, and student assistance coordinator may act as consultants to the team. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy and its guidelines.

The Student Assistance Program Team shall be assisted by two (2) ad-hoc members; the first is a drug and alcohol specialist from Dauphin County Drug and Alcohol; and the second is a representative from the Dauphin County Mental Health Agency.

**Student Assistance Coordinator** - the coordinator is responsible for the development, implementation and administration of all policies and procedures related to the Student Assistance Program.

**Student Athlete** - this term shall include any student who is participating in, has participated in, or may reasonably be expected to participate in an interscholastic sport. The term also includes cheerleaders. For the purposes of this policy, all the above shall be referred to as an athlete.

**Outside Referral** - referral to an education or treatment agency not operated by the school district wherein students are evaluated in an effort to determine the extent of the drug/alcohol problem and appropriate intervention techniques to be applied. (Example: Dauphin County Drug and Alcohol Services).

**School District Property** - buildings, facilities and grounds on any school or vocational technical campus; school bus or vehicle; school bus stop; school parking area; and any facility being used for a school function or school-sponsored trip. In addition, students shall be considered under the control of this policy while they are traveling to and from school.

**School-Sponsored Function** - any alternative educational opportunity program or school-related activity authorized or approved by the Board. In addition, students shall be considered under the control of this policy while they are traveling to and from a school-sponsored function.

**Distribute** - deliver, sell, pass, share, or give any alcohol, drug, synthetic drug, or drug look-alike to another or to aid therein.

**Sale** - the exchange of a determined amount of money, its equivalent or any consideration for any drug, synthetic drug, alcohol, or drug look-alike.

**Possession** - possess or hold any alcohol, drug, synthetic drug or drug look-alike.

**Use** - use shall include, but is not limited to, being under the influence of any mood-altering substance, alcohol, or other drug/synthetic as defined in this policy; distributing to deliver, sell, pass or give any mood-altering substance, alcohol or other drug/synthetic, as defined by this policy from one person to another or to aid in the transfer of these substances; possessing or holding, without any attempt to distribute (transfer), any mood-altering substance, alcohol or other drug/synthetic determined to be illegal or as defined by this policy.

**Look-alikes** - any noncontrolled substance that in its overall finished appearance is substantially similar in size, shape, color, marking or packaging to a controlled substance.

**Drug Paraphernalia** - all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance, including (by example but not by limitation) rolling paper, roach clips and pipes.

**In-School Suspension** - shall be an alternative to out-of-school suspension and may not exceed ten (10) consecutive school days unless an informal hearing with the principal is held in accordance with Board policy relating to hearings.

**Full Suspension** - exclusion from school for a period of up to ten (10) consecutive school days.

**Expulsion** - any exclusion from school for a period in excess of ten (10) school days and may be permanent expulsion from the school rolls.

**Extracurricular Activities** - for purposes of this policy, those activities which are approved or sponsored by the Board, but not offered for credit toward graduation. An activity shall be considered sponsored by the Board when it has been approved by the Superintendent and reported to the Board for their information. A list of extracurricular activities is included in the student handbook and may be supplemented during the year (Examples: athletics and cheerleading).

**Co-curricular Activities** - for purposes of this policy, those activities which are approved or sponsored by the Board, are offered for credit toward graduation, and have required components of their programs which require attendance at and participation in activities scheduled

during nonschool hours. A list of co-curricular activities is included in the student handbook and may be supplemented during the year (Examples: band, chorus).

**Sports Season** - during any school year, the period of time established by the coach of any sport within the parameters established by the school and, as appropriate, by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), from the first scheduled practice date of that sport to the completion of the last competition scheduled for that sport, including playoff contests.

**Calendar Year** - the period of time between the month and day of one (1) year and the same month and day in the next consecutive year.

**3. Authority SC 510, 511 Title 22 Sec. 12.3 Pol. 218 Pol. 122, 123 35 P.S. Sec 807.1 35 P.S. Sec 807.2 Pol. 233 35 P.S. Sec 807.3SC 1303-A**

Conduct Prohibited - All Students

The Board prohibits any student from possessing, using, distributing, or selling any drug, alcohol, drug look-alike or drug paraphernalia on school district property, including school district contracted, leased or chartered buses, at any school activity, extracurricular activity or co-curricular activity, or at any school-sponsored function.

Any student, including student athletes and students involved in extracurricular and co-curricular activities, who is found guilty of violating this policy shall be suspended from school, with parental and police notification, referred to the Student Assistance Program, and be subject to further disciplinary proceedings to include possible expulsion.

School administrators shall follow all applicable reporting and investigation procedures when drugs are confiscated from students and when administrators recommend the convening of a formal hearing for further disciplinary proceedings to include possible expulsion.

In order to protect the health and safety of all students from the effects of drug use, to lessen the possible peer pressure on students to use alcohol or drugs; and to inculcate discipline, the Board prohibits any student participating in extracurricular activities from possessing, using, distributing or selling any drug, alcohol, drug look-alike or drug paraphernalia. This conduct is prohibited at any time and at any place during the season of activity.

Any student and/or student athlete found to be in violation of this rule shall be subject to discipline according to the guidelines.

## Offenses

For a **first** offense, students will be placed under suspension/probation with the following conditions:

1. Students (nonathletes) will be suspended from any and all participation in any practice, performance activity, meeting, or competition for a period of thirty (30) calendar days.
2. Athletes will be suspended from any and all participation in any sporting competitions, including cheerleading for a period of thirty (30) calendar days beyond the duration of any Board suspension/expulsion.

If the penalty imposed is for use of controlled substances, the student may be required to submit to a urine test once every two (2) weeks and may be subject to random drug testing at the district's expense.

Students will be assigned a mentor (for athletes a coach in an appropriate sport or activity). The student/athlete must meet with this coach/mentor at least weekly to discuss their progress toward fulfilling his/her responsibilities to the school/team.

Failure to agree to or fulfill the above conditions will automatically be considered a second offense of this policy.

For a **second** offense, students will be placed under suspension/probation with the following conditions:

1. Students will be barred from participation in all extracurricular activities, including interscholastic sports/cheerleading, for a period of one (1) calendar year. Students will be barred from participation in any performance, competition, or practice which occurs during nonschool hours. Athletes will not be permitted to participate with any team or teams during practices or competitive events.
2. Students shall be referred to the Student Assistance Program and follow the recommendation of the Student Assistance Team.
3. If the penalty imposed is for use of controlled substances, the student may be required to submit to a urine test once every two (2) weeks and may be subject to random drug testing at the district's expense.
4. Students must meet with mentor/coach at least weekly to discuss their progress toward fulfilling his/her responsibilities to the school/team.
5. Failure to agree to or fulfill the above conditions will automatically be considered a third offense.

For a **third** offense, students will be permanently suspended from all extracurricular activities, including interscholastic sports/cheerleading for the remainder of his/her Central Dauphin school career, and may be subject to random and such other drug testing imposed by the school principal or designee at the district's expense.

A student who is suspended from participation in extracurricular activities and the nonschool hour components of co-curricular activities (but not suspended or expelled from school) shall not suffer any academic penalty in terms of grades, course credit, etc., as a result of such suspension.

Students involved in athletic, extracurricular and co-curricular activities are not exempt from and will be disciplined as other students under this policy. Disciplinary suspensions and expulsions resulting from violations of the district's policies on controlled substances shall be considered to be part of the calendar year time frame established under this policy.

## Appeals

A parent/guardian of a student or the student himself/herself may appeal the discipline of this policy to an Appeals Committee. The Appeals Committee shall consist of five (5) members. Four (4) members shall be appointed by the school principal. The chairperson of the committee shall be an assistant principal of the school. Three (3) members appointed by the principal shall be advisors of activities, but not those of the activity in which the student is or has been a member. The fifth member of the Appeals Committee shall be appointed by the Superintendent. In the case of a student athlete, members appointed by the principal shall be coaches of sports other than the sport being appealed.

The Appeals Committee shall meet as soon as possible, but in no case later than five (5) school days after the written appeal is received. If in season, the student may continue to participate in activities until the Appeals Committee renders a decision. The Appeals Committee shall review the evidence considered by the administration, as well as information presented by the student athlete and his/her parents/guardians. The Appeals Committee may, by a majority vote, overturn the discipline only on the basis of lack of evidence.

The Appeals Committee shall not have the authority to hear appeals of out-of-school suspensions or recommendations for expulsion under this policy.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

### Anabolic Steroids

The Board prohibits the use of anabolic steroids and/or Human Growth Hormones (HGH) by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes.

Students shall be made aware of the dangers of steroid and HGH use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### SC 1303-A

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.



**218.1. WEAPONS**  
**(Adopted: October 12, 1992, Revised: May 18, 2015)**

**Purpose**

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

**Definitions**

**Weapon** - the term shall include but not be limited to any electrical protection device (Taser or stun gun), protective spray (OC ("oleoresin capsicum") or pepper mace), knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica or look-alike weapon or explosive, and/or any other tool or instrument capable of inflicting serious bodily injury or causing damage to school property.[1][5]

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school (to include vehicle).

**Authority**

The Board prohibits students from possessing and bringing weapons and replica or look-alike weapon(s) or explosive(s) into any school district buildings, onto school property, to any school-sponsored activity, and onto a school bus or vehicle providing transportation to and from school or a school-sponsored activity.[1][6]

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[1][2]

In the case of a student with disabilities, including a student for whom an evaluation is pending, the Superintendent shall take all necessary steps required to comply with the Individuals With Disabilities Education Act, state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[3][1][7][8][9][10][11]

**Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and

knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[12][11][13]

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.[1]

The Superintendent or designee shall be responsible 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.[12][11]

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.[4]

**Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][4][12][14][15][11]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[14][16][11]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[4][11]

The building principals shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[1]

In accordance with federal Gun Free Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school (zone) grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[17][18]

Law enforcement officers may possess weapons on district property only when on duty, in official uniform, with a badge and identification in view.  
Transfer Students

#### Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[1]



Central Dauphin School District  
600 Rutherford Road  
Harrisburg, PA 17109 • (717) 545-4703  
FAX (717) 657-4999 • [www.cdschools.org](http://www.cdschools.org)

Central Dauphin School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.  
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