

QUAKER VALLEY SCHOOL DISTRICT
~ QUAKER VALLEY MIDDLE AND HIGH SCHOOL ~
CODE OF CONDUCT 2018-19

Goals

- To communicate the Quaker Valley Code of Conduct to students, parents, staff, and community
- To enforce school board policy, local, state and federal laws
- To insure the rights and personal dignity of students and staff
- To emphasize the need for acceptance of personal responsibility and self-discipline
- To assure a fair, reasonable and consistent approach to the enforcement of the Code of Conduct
- To maintain an effective and safe learning environment
- To maximize learning and minimize disruptions
- To protect and maintain school property
- To identify and remediate students who exhibit inappropriate behavior
- To refer students to appropriate persons for counseling, examination, remediation or rehabilitation
- To promote and recognize exemplary student behavior

Interpretation

Good faith, common sense, and reasonableness are necessary for a proper interpretation of this Code of Conduct. Questions regarding interpretation may be addressed to the building administrators. When appropriate, other district documents such as the Student Handbook and School Board Policy may serve to help in interpreting and clarifying the Code of Conduct.

Philosophy

A school's climate must support quality teaching by instructors and effective learning by students. Good citizenship and adherence to the rules are required for student participation in the Quaker Valley Community.

We believe parents/guardians are essential partners in the educational process and must be properly involved as well as accountable for the achievement and behavior of their children.

Our disciplinary program is a progression through which the school and the home intervene as soon as possible when a student demonstrates inappropriate student behavior. This early intervention permits the school to bring this conduct to the attention of both the student and the parent/guardian and affords the opportunity for parents/guardians and school to work together.

Responsibilities

Appropriate student behavior is realized when each student develops the desire and the ability to participate as a responsible citizen. Responsibilities outlined by our board policy are as follows:

- A. Student's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students

share with the administration and faculty, a responsibility to develop within the school a climate that is conducive to wholesome learning and living.

- B. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- C. Students' responsibilities include, but are not limited to:
- Being aware of all rules and regulations for student behavior and conducting themselves in accord with them.
 - Dressing and grooming themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption of the educational process.
 - Assuming that a rule is in full effect until it is waived, altered, or repealed.
 - Assisting the school staff in operating a safe school for all students enrolled therein.
 - Being aware of and complying with state and local laws.
 - Exercising proper care in the use of all school facilities and equipment.
 - Attending school daily, except when excused, and being on time for all classes and other school functions.
 - Making all necessary arrangements for making up work missed during absence from class or school.
 - Pursuing and attempting to complete satisfactorily the courses of study prescribed by state and local school authorities.
 - Refraining from abusive language in written, verbal, or other forms of communication.
 - ***Reporting, anonymously or otherwise, any and all acts of bullying, threatening, or otherwise unsafe behavior. Anonymous reports may be made via the school's webpage, at www.qvsd.org OR in writing to the school principal or guidance counselor.***

Statement of Student Behavior

The Quaker Valley School District believes that our schools should provide an environment conducive to learning the basic values and standards incorporated in the community. These include the development of self-discipline and individual responsibilities fundamental to a democratic society.

Because irresponsible behavior and violations of good conduct can substantially disrupt or interfere with that kind of learning environment, it is necessary to establish and enforce consistent disciplinary regulations and procedures.

Conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees. Consequences are viewed as the school's efforts to maintain the safety and welfare of all students in the school environment rather than as punitive deterrents.

The school is responsible for students:

1. *During the instructional hours of the school day in school.*
2. *During the instructional hours of the school day on school district property.*
3. *On school district vehicles [owned, rented, leased or contracted]. Bus stop activity will depend upon the situation.*
4. *At school district events held before, during, or after school that are directly observed and supervised by school district staff*

Conduct Progression Levels

The Quaker Valley School District has approved a Discipline Policy that categorizes offenses into levels of seriousness. However, the administration reserves the right to determine the seriousness of each individual incident and place it in the appropriate level. It is further stipulated that any of the levels could lead to a detention, suspension, or recommendation by the principal for permanent expulsion should that action be deemed necessary.

The following Misconduct / Response Structure includes three [3] levels, Level I, Level II, Level III, representing a continuum of misbehaviors, based on the seriousness of the act and the frequency of the occurrence. It is imperative students understand that persistent violations at any and all levels of misconduct will result in more serious consequences. Incidents of misbehavior will not be viewed in isolation. Prior infractions will be considered when disciplinary decisions are made by the administration.

In cases of suspension or exclusion, students shall be entitled to Due Process Rights.

Students are expected to exhibit good conduct and avoid the behaviors listed as examples under each infraction level:

LEVEL I Refers to minor misbehavior on the part of the student that disrupts orderly classroom procedures of operation of school. These misbehaviors are usually handled by staff members, but may require the intervention of the administration.	
<p><i>Examples [but not limited to]:</i></p> <ul style="list-style-type: none"> • Eating outside the designated areas • Inappropriate displays of affection • Littering • School disturbance / disruption • Tardiness to school / class • Unauthorized presence in halls or unauthorized areas • Verbal harassment or bullying of others • Defiance of rules or authority • Unauthorized or improper use of school property / equipment / facilities • Violation of dress guidelines 	<p><i>Examples of Disciplinary Options:</i></p> <ul style="list-style-type: none"> • Behavior contract • Call parents • Counseling • Detention • Social probation [ex. - exclusion from co-curricular activities, athletic activities and programs such as Junior/Senior Prom, school dances, class activities, graduation ceremony] • Verbal warning • Written warning • Designated assignments • Mediation • Removal from class • Restitution of property • Restricted hall pass • Suspension from bus • Time out

LEVEL II

Refers to misbehavior with seriousness or frequency that tends to disrupt the learning climate of the school and/or consequences that endanger the health or safety of others in the school

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of the administration because the LEVEL I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action by administrative personnel.

Examples [but not limited to]:

- Bullying or menacing behavior performed in a threatening manner or with the intent of harm
- Continuation of Level I misconduct
- Disorderly bus conduct
- Disruptive behavior during school programs/trips
- Failure to serve detentions as scheduled
- Harassment [e.g. sexual; gender; racial; ethnic, etc.]
- Harassment by communication
- Hazing
- Insubordination, defiance of authority, disrespectful behavior to staff
- Language, writing, drawings or gestures that are disrespectful, abusive, threatening or profane
- Lewdness, inappropriate physical or sexual contact, or indecent exposure
- Misuse of passes
- Plagiarism / Cheating
- Possession of lighter, matches, combustible materials
- Possession of unauthorized electronic devices [e.g. laser pointers; games; pagers; cell phones; computers and network or electronic communications capable devices, etc.]
- Smoking; possession and/or use of tobacco products, including electronic cigarettes& vapes
- Theft
- Unauthorized or improper use of school property Equipment / Facilities / Lockers
- Unauthorized sharing of passwords
- Vandalism / Destruction of property of others
- Violation of the terms students agree to when signing the chemical use agreement required of all students participating in co-curricular activities
- Violation of school attendance policies: continued tardiness, class cuts, truancy, and unexcused absences

Examples of Disciplinary Options:

- Confiscation of contraband items or any personal items / effects that are being used to disrupt the educational process
- Detentions
- Expulsion
- Out-of-school suspension of up to 10 days
- Referral to Building Level Discipline Committee or Peer Jury
- Referral to Police or District Magistrate
- Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student representative to the school board; graduation speaker, etc.]
- Restitution of property
- Social probation [exclusion from co-curricular activities, athletic activities and programs such as Junior / Senior Prom, school dances, class activities, graduation ceremony]
- Time out

LEVEL III

Refers to acts whose frequency or seriousness disrupt the learning climate of the school or acts directed against persons or property that pose a threat to the health, safety or welfare of others in the school. These acts require administrative action that could result in the immediate removal of the student from school as well as the possible intervention of law enforcement authorities.

Examples [but not limited to]:

- Aggravated Assault / Battery
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Continuation of or extreme Level II misconduct
- Disorderly Conduct
- Extortion or attempted extortion
- Fighting
- Illegal use of technology
- Lighted or ignited objects
- Ethnic, racial slurs, intimidation
- Other violations of federal, state, or local laws
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession / Sale of stolen property
- Possession / Use / Transfer of weapons
- Reckless driving or speeding on school property
- Terroristic threats
- Third offense truancy
- Transfer / Sale / Possession / Purchase / Procurement / Distribution / Use or under the influence of unauthorized substances [e.g. drugs, alcohol or drug paraphernalia]
- Unauthorized or improper use of school facilities / Equipment / Property / Lockers
- Unauthorized use of fire alarm or equipment

Examples of Disciplinary Options [May Involve a Combination of the Following]:

- Confiscation of contraband items or any personal items / Effects that are being used to disrupt the educational process
- Denial of privileges / Co-curricular activities
- Expulsion
- Full suspension
- Probation
- Referral to outside agency
- Referral to Police or District Magistrate
- Restitution of property or payment for damage
- Temporary suspension
- Referral to Building Level Discipline Committee or Peer Jury
- Referral to District Assault Committee or Discipline Review Committee
- Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student representative to the school board; graduation speaker, etc.]
- Social probation [exclusion from co-curricular activities, athletic activities and programs such as Junior / Senior Prom, school dances, class activities and graduation ceremony]

Discipline for OFF-CAMPUS Events [The Nexus Rule]

While most “off campus” behavior that violates the law falls under the jurisdiction of local law enforcement with respect to consequences for misconduct, there are instances in which the school has the authority to place consequences on students for off campus events in accordance with the school’s code of conduct. This is known as the “**NEXUS RULE**” since the students’ behavior must have a clear nexus [connection] to the operations of the school in a safe and orderly manner. These instances include:

- a. Misconduct with a connection between the off-campus event and the health, safety, and welfare of the student body or staff.
- b. Students or staff members involved in actions or having actions done to them or their property.
- c. Misconduct that will result in a school disruption.
- d. Misconduct that began on the school site and may continue in the school setting.
- e. Instances in which the misconduct poses a threat to students or staff if the perpetrator were to remain in school.
- f. An off campus speech, or an internet or website message, that materially and substantially is a safety factor and may interfere with the orderly operation of the school.

Due Process Procedures for Exclusion of Students from School

A student who breaks school rules may receive a suspension or expulsion, depending upon the nature of the offense.

The principal may suspend a student for up to ten (10) days. The school district shall hold an informal hearing within the first five (5) days of the suspension. The principal is required to establish the facts, allow the student to respond to the charges, and notify the parents if the suspension is imposed. The principal will send a written notice to the Superintendent [or designee] and student’s parents.

A suspension will be served in the custody and under the control of a student’s parents or guardian. Students are permitted to make up exams and work missed while on suspension.

Expulsion is Exclusion from School for More than Ten [10] Consecutive School Days

Expulsion proceedings require a formal hearing. Appropriate notices and information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

The formal hearing shall be held in private unless the student or parent requests a public hearing. If the Board rules in a student’s favor, all references to the alleged incident shall be removed from the student’s record.

**IN CASES OF TEMPORARY SUSPENSION, FULL SUSPENSION OR EXCLUSION,
STUDENTS SHALL BE ENTITLED TO DUE PROCESS RIGHTS.**

Fighting

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in school disciplinary action by the administration may also result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

Search and Seizure

An administrator may search a student if there is reasonable suspicion that the code of conduct or a law has been violated. Searches may include, but are not limited to, a student's property, clothed body, contents of a student's pockets, locker, car, cell phone or electronic device, purse, book bag, or wallet. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

QUAKER VALLEY SCHOOL DISTRICT BOARD POLICIES RELATING TO STUDENT BEHAVIOR AND CONDUCT

The following school board policies specifically pertain to students' conduct and behavior. All students and parents should be familiar with these policies. They can be accessed on the Quaker Valley School District website at www.qvsd.org.

[NUMERICAL ORDER BY POLICY]

204.00 Alcohol and Drug Abuse [Substance Abuse]

An alcohol and drug prevention program shall be provided to all students of the Quaker Valley School District. The District shall support appropriate community efforts directed towards preventive action and solving the problems connected with alcohol and drug abuse.

A student who possesses, has used, or is using, or is under the influence of alcohol, drugs, or mood altering substances, or any substance purported to be a restricted substance while on school grounds during a school session or at a school sponsored activity or field trip shall be disciplined according to the provisions and procedures outlined in the Quaker Valley School District's Drug and Alcohol Administration Guidelines and School Board Policy. Examples of the above include, but are not limited to beer, wine, liquor, anabolic steroids, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse and annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school. A drug and alcohol intervention program shall be provided when necessary to the students at the secondary level [9-12]. District personnel who have special training shall administer the program.

Distribution

Students who are apprehended for distributing alcohol or controlled substance(s), shall be suspended by the principal for a period of not less than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. A formal school board hearing for expulsion will be conducted. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required prior to consideration for re-admittance. The police and parents shall be promptly notified of the infraction. The student will be excluded from co-curricular activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession of Drug Paraphernalia

The principal shall suspend a student found in possession of paraphernalia or items associated with the use of controlled substances for a period of not less than three (3) days and not to exceed ten (10) school days. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession / Use / Under the Influence First Offense – COOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time who is ***cooperative*** with the investigation will be suspended by the principal for a period of not fewer than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension.

The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. Police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession / Use / Under the Influence First Offense – UNCOOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time and is ***uncooperative*** with the investigation will be suspended by the principal for a minimum of three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. A formal School Board hearing for expulsion will be conducted. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. The police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Subsequent Offenses

The minimum will be a ten (10) day out-of-school suspension with automatic referral to the school board that could result in expulsion, per Section 204.00 of School Board Policy. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for ninety (90) days.

Substance Abuse at School Sponsored Functions

Students found in possession of, using or under the influence of alcohol or controlled substance at school functions on/off school property are subject to school disciplinary policies and practices. To the extent possible, parents or guardians shall be promptly notified and legal authorities involved as appropriate.

204.01 Chemical Use and Co-Curricular Activities

The Quaker Valley School District is committed to developing the mind, body and spirit of each of its students. Co-curricular activities, athletics, and activities are a vital component of a Quaker Valley education. Co-curricular activities provide students with opportunities to grow beyond the regular classroom experience.

The use and abuse of illegal chemicals [alcohol, drugs, or other substances intended to be used for intoxication] by students as described in School Board Policy 204.00 does irreparable harm to the student and impedes the achievement of school district goals. While valuing each student, the school district has no tolerance for illegal chemical use and/or abuse.

Therefore, the following principles are endorsed and shall be enforced:

- 1) Participation in co-curricular activity is a privilege and not a right.
- 2) Students who participate in co-curricular activities must be chemical free.
- 3) Students who participate in co-curricular activities and who violate school chemical use rules will forfeit their privilege to participate in co-curricular sports or activities or to hold leadership roles in these sports and activities as determined by the school principal.
- 4) The school will use appropriate intervention and/or legal testing methods to determine chemical use, where there is a reason to do so. That is, testing will be intentional and not random.
- 5) Students who are proactive and voluntarily seek assistance from chemical use problems may be subjected to random chemical testing, but will not be suspended from the co-curricular so long as they follow a school approved treatment program and remain free of chemicals.
- 6) Students who are discovered to be in violation of chemical use rules will be suspended from all sports and activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities. Furthermore, students will remain suspended beyond the ninety (90) days and until they have entered an approved treatment program and can reasonably demonstrate that they are free of chemicals. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.
- 7) In order to support a student during suspension from co-curricular activities, the school through its Student Assistance Program will offer the student an opportunity to participate in a "Look After" experience. If the student elects to participate in the "Look After" experience, the Student Assistance Team and student will cooperatively devise an

appropriate plan. The plan will provide the student with a connection to the school through an adult mentor. The adult mentor may be a volunteer staff or community member. The adult mentor will maintain regular contact with the student and the Student Assistance Team throughout the period of suspension.

- 8) Athletic coaches, activity sponsors, or faculty members who may have information or suspicions regarding a school chemical rule violation must use the established procedures to make a confidential report to the school's student assistance team [Core Team].
- 9) To establish parents and students as partners in the enforcement of this policy, each secondary school will inform parents through informational meetings, student/parent publications and other sources. Prior to each season, coaches and sponsors will review with the students the principles and guidelines relative to this policy. Coaches and sponsors shall require each student and his/her parent or guardian to sign a written contract acknowledging that they have been advised of these principles, support their application and understand the consequences of a violation. The coach/sponsor and principal shall retain a signed copy of the written contract.

205.00 Hazing

The school culture must be characterized as one of mutual respect, cooperation, honesty, and tolerance. **Hazing** is defined as any activity that belittles and/or recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or membership in or affiliation with any activity, sport, group or organization recognized by the school district. All such activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates and shall be included in the definition of hazing.

When students believe that they have been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. Persons accused of hazing shall be given an opportunity to explain circumstances and to defend themselves. If an investigation results in a substantiated finding of hazing, the principal shall inform the superintendent, in writing of the circumstances. With the superintendent's approval, the principal may order appropriate disciplinary action. Students responsible for hazing may be subject to social probationary penalties including permanent removal from the sport or activity.

213.00 Smoking and Tobacco

Section 213.00 of School Board Policy and PA Act 145, prohibit the use of tobacco or possession by students in school buildings, on school busses, and on school property under the control of the Quaker Valley School District. Tobacco is defined as "smoking and the use of smokeless tobacco in any form and the possession of any such products." Students who are discovered to be in violation of smoking rules beyond a first offense will be suspended from all sports and activities for at least ninety (90) calendar days. The principal has the discretion to increase or lower the number of days the student is excluded from co-curricular activities.

Possession / Use Tobacco – First Time Offense

- A student found smoking or in possession of tobacco or related product (including electronic cigarettes & vapes), will receive an out-of-school suspension for a minimum of three (3) days. Students violating the tobacco policy will be issued a citation in accordance with PA Act 145

Possession / Use Tobacco – Subsequent Violations

- Subsequent violations will incur consequences listed above and if/when a student reaches a LEVEL III offense, he/she may be referred to the District-Level Disciplinary Review Committee for a review of the misconduct and disciplinary action(s).

220.01 Sexual and Gender Harassment

Sexual harassment is deemed unacceptable conduct in the education environment and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event.

223.00 Acceptable Use of Electronic Resources

The Quaker Valley School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

All users are responsible for the appropriate and lawful use of the District’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the District’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

Un-authorized Use Prohibited

All users who have agreed to abide by the terms of this policy may utilize the District’s technology resources. Unauthorized use, utilizing another user’s District account, or exceeding one’s authorization to use District technology resources is prohibited.

Use of Personal Electronic Devices

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. All users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. All users who connect a

personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

Privacy

The District reserves the right to monitor any user's utilization of District technology resources. All users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason.

Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent all users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for all users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of all users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. All users do not have an expectation of privacy in any District provided technology resource or any of its contents.

General Prohibitions

The following uses of District technology resources are prohibited:

- 1) Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
- 2) Use of technology resources to violate any other District policy.
- 3) Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- 4) Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
- 5) Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
- 6) Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
- 7) Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
- 8) Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, **uninstalling/removing** software, Trojan Horse and trapdoor program codes.
- 9) Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
- 10) The attempted physical harm or attempted destruction of District technology resources.
- 11) Use of technology resources in a manner that jeopardizes the security of the District’s technology resources, or in a manner that attempts to circumvent any system security measures.
- 12) Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
- 13) Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
- 14) Unauthorized access, interference, possession, or distribution of confidential or private information.
- 15) Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests.
- 16) Use of technology resources to commit plagiarism.
- 17) Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
- 18) Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
- 19) Copying District software without express authorization from a member of the District’s technology staff.
- 20) Use of technology resources for commercial purposes.
- 21) Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
- 22) Use of District technology resources to tether or otherwise connect to a non-District

- owned device to access an unfiltered and/or unmonitored internet connection.
- 23) The use of proxies or other means to bypass internet content filters and monitoring.
 - 24) The use of technology resources to gamble.
 - 25) Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
 - 26) The use of encryption software that has not been previously approved by the District.
 - 27) Sending unsolicited mass-email messages, also known as spam.
 - 28) Scanning the District's technology resources for security vulnerabilities.

Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

223.02 Cheating and Plagiarism

Cheating is defined as participation in any activity in which a student knowingly misrepresents or assists another student in misrepresenting his/her actual achievement on an assignment or plagiarism. In circumstances in which a teacher believes that a student's [or students'] behavior violated the definition above or any clarifying statements regarding cheating made by the teacher at the beginning of the course, the following procedure should be followed:

- The teacher will share his/her observation with the student
- The teacher will make a referral to the assistant principal and include all pertinent data.
- The teacher and assistant principal will review the data and make a decision based on that information.
- If it is determined that cheating or plagiarism has occurred, they will notify the parents and meet with the student(s) and parents for resolution and determination of consequences, if necessary.

Consequences

- The minimum penalty for cheating or plagiarism will be a grade of zero (0) for that individual assignment.
- Additional penalties may be assessed if the investigation reveals more extensive involvement.
- A letter will be placed in the student's file confirming the action taken by the school.
 - This letter will be removed from the student's file upon his/her graduation.

Subsequent to an initial cheating or plagiarism incident, a student caught cheating or plagiarizing in any course during his/her enrollment at Quaker Valley, may be subject to more serious consequences (e.g. suspension, removal from course and failing grade, etc.) at the discretion of the principal or his /her designee.

234.00 Fighting

Fighting among students on school property or while being transported on Quaker Valley buses does not reflect the respect for other persons and property expected of Quaker Valley students.

Students engaged in fighting will be subject to DISCIPLINARY procedures per School Board Policy 234.00. The following actions will be taken in cases of student fights:

- Students will be examined by the school nurse for evidence of injury.
- Parents/guardians will be notified.
- Outside law enforcement agencies will be notified and violators will be subject to a fine in accordance with a disorderly conduct citation.
- Students will be suspended out of school for three (3) to ten (10) days with an informal hearing within five (5) days for a suspension over three (3) days.

235.00 Weapons

NO person shall possess, handle, or transmit a weapon(s) or a replica of a weapon(s) in school, as defined by Public School Code 1317.2(A).

Students found to be in violation are referred to the police and shall be expelled for at least one full school year unless the Superintendent of Schools recommends otherwise.

Provisions and Guidelines for Student Behavior

The following provisions and guidelines relate to specific areas of student conduct that the administration believes are worthy of special emphasis. These provisions and guidelines are intended to further inform parents and students about the expectations for student conduct and to define the potential consequences for conduct violations.

Detention Guidelines

Detention is assigned when students do not respect rules established by a teacher or the school. Most of the incidents that merit detentions reflect negative conduct on the part of the student. Parents are informed and requested to follow through with the teacher assigning the detention. A detention room, supervised by an administrator, is provided on the days designated by the school.

The student is responsible for meeting the detention date and time, since he/she has been the person responsible for the infraction. Transportation, on the day of detention, is the responsibility of the parent/guardian and student. Detention takes priority over other school-related activities. Students will be excused from detention only for verified medical/dental appointments, illness, death in the family, or other emergencies approved by the administration. Failure to serve detentions as scheduled will result in further disciplinary action.

Dress Guidelines

The school environment should be regarded as a place of business and students should dress accordingly. A style of dress that is disruptive to the educational process, constitutes a threat to the safety and health of self and others, or is in violation of any statute, will not be permitted to be in school. Students who violate the Quaker Valley High School Dress Guidelines will initially be asked to change into more appropriate attire. If modifications fail to be made or if a student is a repeat offender of the school guidelines for appropriate and respectful dress, then disciplinary consequences will be assigned accordingly.

The following is not an all-inclusive list, but is an example of the types of clothing that are not acceptable student dress:

- Articles that are soiled with grease, dirt, paint
- Articles displaying indecent writing, pictures, slogans referring to drugs, alcohol, sex, weapons, suicide, etc.
- Articles that could cause damage to other students or property
- Chains
- Tank tops or tops that expose the midriff or excessive skin
- Skirts or shorts that are shorter than the fingertips when arms are extended to the sides
- Clothing that is worn in such a way that undergarments are exposed
- Torn or ragged clothing
- Kerchiefs or other headgear
- Tight form-fitting clothing such as sports bras, athletic wear, or leggings (unless worn with a dress or over shirt that is no shorter than approximately 4 inches above the top of the knee)

Students are permitted to wear ball caps in the building; however, wearing these caps is subject to classroom teacher discretion.

Ethical Leadership Provision

Within the scope of student co-curricular activities and athletics, students will be provided with opportunities to ascend to positions of leadership. Such positions include, but are not limited to, captaincy of a varsity athletic team; class office; president of the national honor society; student representative to the school board; graduation speaker, etc. These positions of leadership are extended to students as a privilege of co-curricular participation. Therefore, students may have such positions revoked for serious conduct violations that fail to model the values and expected behaviors of student leaders in the opinion of the building principal, or his/her designee.

Quaker Valley's reputation in our community and beyond is sustained by our commitment to our mission: to educate "students to become knowledgeable, self-directed, life long learners and ethical responsible citizens."

Therefore, when students are in a position of leadership or are acting on behalf of the school and district, they are expected to follow the rules of the school and to demonstrate ethical conduct by observing all applicable governmental and school district laws, policies, rules, and regulations.

Unethical conduct within the school district is defined as a LEVEL II or LEVEL III violation of the disciplinary progression levels of the school's code of conduct, a violation of school board policy, or a violation of the policies or by-laws specific to each school club, organization, society, or athletic team. Specific examples of unethical conduct for which leadership positions may be revoked include, but are not limited to: threatening or violent behavior; disrespectful behavior to staff, community members or students; indecency; hazing; plagiarism / cheating; misuse / abuse of school property or equipment; truancy; use, possession, transfer, sale, distribution and/or purchase of drugs, drug paraphernalia or alcohol, etc.

Provision for Unexcused Absence from Class [Class Cut]

The Quaker Valley School District places a premium on “instructional time.” It is imperative that students are in their classes as scheduled to maximize their learning opportunities and student achievement. School Board Policy 201.00 addresses these expectations for all students.

In addition to the attendance policy for school absence, students and parents are advised that an unexcused absence from a single class period [commonly referred to as a “class cut”] is also a violation of school policy and the Pennsylvania School Code of 1949. Consequences for students who are absent from class without appropriate excuse include, but are not limited to: loss of credit for class work; detention; social probation; truancy citation with the local magistrate; or out of school suspension. Student and parents are advised that the most common consequence for this infraction will be social probation. It is the belief of the administration of the Quaker Valley School District that students who fail to attend class [and take full advantage of their education] are not deserving of the co-curricular privileges and opportunities afforded them by the Quaker Valley School District.

Respect of Students, School Facility, Faculty and Staff Members Guidelines

It is the expectation of the school board and administration of the Quaker Valley School District that the faculty and staff will treat all students with respect. This includes, but is not limited to, moral and ethical conduct when dealing with issues of grading, student discipline, classroom instruction, coaching, sponsorship of activities, etc. It is the responsibility of the student(s) to report instances of disrespect to the school guidance counselors or building principals.

Furthermore, it is the expectation of the school board and administration of the Quaker Valley School District that students will treat the faculty and all staff members with respect. This includes, but is not limited to, full compliance with all reasonable directives from faculty and staff, using appropriate language when having dialogue with faculty and staff members, respecting the condition of school property within the school and classrooms, etc. and outside the building on school grounds. Students who violate these guidelines will meet with swift discipline by the administration of the Quaker Valley School District. Consequences may include, but will not be limited to, detention, out-of-school suspension, social probation, or expulsion.

School Sponsored Dance Guidelines

Dances are sponsored by various organizations throughout the school. All school rules are in effect during these events. Students must sign in upon arrival at a dance and sign out if permission is given to leave more than fifteen (15) minutes before the end of the dance. For dances in which guest are permitted to attend, guests must be currently enrolled in a full-time high school program and may not be over eighteen (18) years of age (exceptions may be made for specific events, i.e. Prom). Guests must also be registered to attend prior to the dance. Exceptions may be made at the discretion of the high school principal or his/her designee. A guest form will be provided in the office during the week of the scheduled dance, which the student, guest, and guest’s school must complete. The guest form must be returned to the main office at least two (2) days before the scheduled dance.

Students who wish to attend school-sponsored dances must adhere to these guidelines:

- 1) Students are expected to maintain appropriate interactions and respect one another at all times, especially when dancing. Physical, unwelcomed contact is a violation of the Quaker Valley School District's harassment policy and will be dealt with as such.
- 2) Students are required to adhere to the same dress guidelines, outlined in the school's code of conduct (for casual dances) or those used for Prom (for semi-formal or formal dances).

Students who choose not to adhere to these guidelines may be asked to leave the dance and/or face disciplinary consequences for their actions in accordance with the school's established policies.

Students who have a legitimate reason to arrive to school later than one (1) hour after the start of the dance must have prior permission to do so from the school administration. Students absent from school on the day of a dance are not permitted to attend that dance unless given permission by the school administration.

Search and Seizure at School Sponsored Co-Curricular Events

If a student is in attendance at a Quaker Valley sponsored co-curricular event (dance, athletic contest, etc.) and there is a reasonable suspicion that this student is under the influence of drugs or alcohol, a school administrator will conduct a reasonable search of a student's clothed body, backpack, purse, or other belongings to determine if students are in possession of contraband substances or paraphernalia. Additionally, the search may also include a school official directed, but police administered Breathalyzer test, field sobriety test, or any like examination (that is legal and authorized under the school code or law) to determine if a student is under the influence of drugs or alcohol. Students who are in possession or under the influence of drugs or alcohol at a school sponsored event will be disciplined in accordance with the school district's established policies and police will be notified.

Student Use of Cell Phone Guidelines

Pennsylvania State Law, School Code 1317.1 prohibits students from carrying pagers while in public schools. Students who are eighteen (18) years of age and are associated with the local fire department [building site only] may be the exception. Written consent from their fire chief and approval from the administration are required.

If there is reasonable suspicion to believe that a student has violated the code of conduct or the law, the phone may be searched for evidence of the contents

The administration of the Quaker Valley School District understands that there are good reasons for students to have cell phones. It is with this understanding, and respect for the law, that the following guidelines will be followed with regard to cell phone use in the school buildings.

- 1) **Students may not have these devices turned on** during the hours of the school day without the permission of school administration.
- 2) Students may not use a cell phone during the school day of 8:00 a.m. to 3:00 p.m. without the permission of school administration.
- 3) Students may not use this device to transmit any form of media during the school day [i.e. voice, text, photos, movies, mp3files, etc.].

- 4) Students must comply with directives from school personnel to turn off and secure these devices at any school-sponsored event [i.e. dance, athletic contest, school performance, etc.]. Failure to comply will be viewed as a violation of these guidelines.

Students who violate these guidelines will receive a verbal warning, detention, and may have their phone confiscated and turned over to a parent. Subsequent offenses may result in an out-of-school suspension.

Students who possess a cell phone or pager during the administration of an exam [Keystone, PSAT, SAT, AP, school issued final, chapter test, etc.] may be dismissed from the testing site and receive a failing score on the exam.

Theft

Incidents of theft may be referred to the police for investigation and consequences may result from both the school and law enforcement.

Vandalism

Incidents of vandalism may be referred to the police for investigation and subsequent legal action.

Definition of Key Terms

Assault Committee

The Assault Committee is an ad hoc district-wide committee of teachers and school administrators convened to respond to a complaint of threats, threatening behaviors, or verbal / physical threats or actions.

Building-Level Discipline Committee

The building principal or designee chairs the building discipline committee. Other members of the committee may be comprised of a guidance counselor, teachers, or another building level administrator. The committee will review the student's discipline record and create a written plan of action to address the student's disciplinary issues. Parents and student are required to be present at this meeting.

Detention

Detention requires a student's presence before or after the regular school day for disciplinary reasons.

District-Level Discipline Review Committee

The assistant superintendent or designee chairs the District-Level Discipline Review Committee. Other members of the committee may be comprised of a secondary principal or designee, guidance counselor and teachers. An administrator from the student's school will present the case to the

Review Board. The student will be given the opportunity to present his/her side of the case. Parents are required to be present during the meeting.

Drug / Mood Altering Substance / Alcohol

This includes any alcohol or malt beverage, any drug listed by law as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or substance which is intended to alter mood. Examples of the above include, but are not limited to: aerosol cans, beer, wine, liquor, anabolic steroids, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse and annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

Due Process

A student's right to be informed of charges and be heard before the designated authority.

Excused Absence

Pupil absences are excused due to personal illness, a serious emergency or death in the family, or quarantine.

Expulsion

Expulsion is exclusion from school, after formal hearing, for an offense for a period exceeding ten (10) school days. This may be permanent expulsion from school rolls.

Informal Hearing

An informal hearing is an opportunity for the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing also provides an opportunity to discuss ways future offenses can be avoided.

Suspension

Suspension is exclusion from school for an offense for a period of one (1) to ten (10) consecutive days.

Unexcused Absence

An unexcused absence is the absence of a pupil due to truancy, parental neglect, or illegal employment.