



Ephrata Area School District

803 Oak Boulevard, Ephrata, Pa 17522-1998
Phone:(717)-721-1513 Fax:(717)-721-1514
www.easdpa.org

Dear Students and Parents/Guardians:

Welcome to the 2011-2012 school year!

The Ephrata Area School District is committed to providing all students with a quality education in a safe and secure learning environment. The *Code of Student Conduct* is designed to help promote this goal by providing expectations for student behavior, as well as summarizing school district policies and Pennsylvania statutes that relate to student conduct.

Please review all information in this *Code of Student Conduct* carefully with your child(ren) and remember that this information applies uniformly to all students enrolled in our school system during the time school is in session, on school owned and leased property, at bus stops, and during extra-curricular activities regardless of location.

Students and parents/guardians are required to sign the attached statement that indicates they have received the *Code of Student Conduct* and understand the information that it provides. If you have any questions, contact the building principal. Our staff is always available to help you with any question or concern.

Copies of this *Code of Student Conduct* are also available in all of our school offices and on the District website at www.easdpa.org.

Have a great year in the Ephrata Area School District.

Sincerely,

Gerald Rosati, Ed.D
Superintendent

2011-2012

Ephrata Area School District

Code of Student Conduct

General Information

District Office Administrators – 721-1400 – Dr. Gerald Rosati, Superintendent; g_rosati@easdpa.org

Dr. Brian Troop, Assistant Superintendent; b_troop@easdpa.org

Ms. Kim Schlemmer, Assistant Superintendent; k_schlemmer@easdpa.org

Akron Elementary School – 859-0400 (Fax – 859-2908) - Dr. Enrica Gerhart, Principal; e_gerhart@easdpa.org

Clay Elementary School – 721-1100 (Fax – 721-7082) - Ms. Joy Darkes, Principal; j_darkes@easdpa.org

Ephrata High School – 721-1478 (Fax – 721-1129) - Ms. Joane Eby, Principal; j_eby@easdpa.org

Ms. Kristen Holst, Assistant Principal; k_holst@easdpa.org

Mr. Ken Grove, Assistant Principal; k_grove@easdpa.org

Mr. Tommy Long, Athletic Director; t_long@easdpa.org

Ephrata Intermediate School – 721-1405 (Fax – 721-1406) - Ms. Stacie Bardell, Principal; s_bardell@easdpa.org

Mr. Joshua McCracken, Assistant Principal; josh_mccracken@easdpa.org

Ephrata Middle School – 721-1468 (Fax – 721-1469) - Mr. Gangi Cucciuffo, Principal; g_cucciuffo@easdpa.org

Mr. Russ Garman, Assistant Principal; r_garman@easdpa.org

Ephrata Virtual Academy – 723-7263 (Fax – 721-7097) - Mr. Dan Mahlandt, Director; d_mahlandt@easdpa.org

Fulton Elementary School – 721-1130 (Fax – 721-7063) - Mr. Gary Oberly, Principal; g_oberly@easdpa.org

Highland Elementary School – 721-1160 (Fax – 721-1167) - Mr. Kevin Deemer, Principal; k_deemer@easdpa.org

District-wide Student Support Services – 721-1751 (Fax – 721-7097)

Ms. Sue Summers-Steffy, Coordinator; s_steffy@easdpa.org

Mr. Matt Ammons, Assistant Coordinator; m_ammons@easdpa.org

TABLE OF CONTENTS

CODE OF STUDENT CONDUCT

Introduction	3
SECTION 1: RIGHTS AND RESPONSIBILITIES	
<i>Participate</i>	4
<i>Cooperate</i>	4
Building Security	
Safety Drills	
<i>Attend</i>	5
Excused Absences	
<i>Express</i>	6
School Dress	
<i>Privacy</i>	7
Videotaping/Photographs	
SECTION 2: PROHIBITIONS AND NOTICES	
<i>Misbehavior</i>	8
<i>Weapons</i>	8
<i>Alcohol and Drugs</i>	9
<i>Tobacco</i>	9
<i>Transportation Policy</i>	9
<i>Bullying/Cyber-bullying Policy</i>	12
<i>Hazing Policy</i>	13
<i>Making False Statements</i>	14
<i>Removal from Class</i>	15
<i>Electronic Devices</i>	15
<i>Acceptable Use of Internet Access, Email & Network Resources Policy</i>	15
SECTION 3: DISCIPLINE PROCEDURES	
<i>Suspension</i>	18
<i>Expulsion</i>	19
SECTION 4: GRIEVANCE PROCEDURES	20
APPENDIX A.....	21
<i>Elementary Discipline Guidelines – Kindergarten – Grade 6</i>	21
<i>Secondary Discipline Guidelines – Grades 7 - 12</i>	22

INTRODUCTION

This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the school District regarding student behavior. The School Board also has other policies governing students, and those policies are available in each school office and on the District website at www.easdpa.org.

This Code applies to every student who is under the authority of the Ephrata Area School District.

The Code is in effect on school property, at school-sponsored events, at school bus stops, and on school buses. Students may also be subject to discipline for violation of the Code if their misconduct is connected to activities, incidents, and all field trips that have occurred on property owned or controlled by the Ephrata Area School District (EASD), or if their misconduct is directed at a school official or employee or the property of such official or employee. The principal or designee may take administrative action if student misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

It is the policy of the EASD that misbehavior of any kind will not be tolerated. In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system.

STUDENTS are expected to assume responsibility for their own behavior; be in school and on time every day, if well, and be ready to learn; respect individuals and property; use appropriate, responsible behavior at all times; and help maintain a safe, alcohol-, drug-, and weapon-free environment.

PARENTS/GUARDIANS have a responsibility to encourage their child's career in school by: supporting the schools in requiring

their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior; sending their children to school clean, appropriately dressed and in good health; having an active interest in their child's school work and making it possible to complete assigned homework by providing a quiet place and suitable conditions for study; reading all communications from the school, signing, and returning documents promptly when requested; and cooperating with the school in attending conferences and sharing information with school personnel.

The **SCHOOL SYSTEM** is expected to provide and maintain a safe atmosphere which will encourage positive behavior and high achievement; provide courses of study, programs, and activities to meet the needs of all students; show respect for all individuals by treating them fairly and impartially; encourage open communication among students, parents/guardians, community agencies, and school personnel; discipline any student under its supervision, subject to limitations of the law and District policies; and treat parents and other members of the public with courtesy and respect.

STUDENTS WITH DISABILITIES

For discipline procedures for students with disabilities, please refer to the *Summary of Procedural Safeguards for Parents of Students with Disabilities*.

SECTION ONE

RIGHTS AND RESPONSIBILITIES

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who

violate the **Code of Student Conduct**. This section summarizes the rights of students. With each right comes a responsibility.

Administrators and teachers may develop specific rules and disciplinary practices which supplement this Code but do not conflict with it. If a principal or designee needs to deviate from the range of consequences shown, he/she will write the rationale and place it in the discipline folder.

Responsibilities

- *To know and observe school rules and procedures which govern student conduct.*
- *To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.*

Rights

- *To receive a copy and explanation of the rules of student conduct.*
- *To expect the rules to be enforced fairly and without discrimination.*

PARTICIPATE

Students have the right to be involved in their education. Age, grade, and maturity are factors which determine the level of involvement. Participation in school activities is part of learning.

Responsibilities

- *To request participation in academic programs and activities that match with student abilities.*
- *To cooperate with the teacher and help create a safe environment.*

- *To cooperate fully and strive to achieve mastery of the basic skills.*
- *To treat others equitably and fairly.*
- *To act in a way as to not harass others and to report harassment or discriminatory incidents to school administrators.*

Rights

- *To attend school in a learning environment where all students and adults are treated equitably, without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all inclusive.*
- *To receive instruction under competent teachers.*
- *To be safe in public and private are important safeguards.*

COOPERATE

Students, parents, and school staff should work together to see that these rights are preserved. Students are expected to respect other persons and their property.

Responsibilities

- *To treat other students, school personnel and campus visitors with respect.*
- *To respect others' property by not damaging or taking it.*
- *To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.*
- *To avoid conflict and to report and seek adult help first when conflict arises. Protect him/herself from harm if no other options are available.*

Rights

- *To be treated with respect by other students, school personnel, and campus visitors.*
- *To expect that student property will be respected by other students and school personnel.*
- *To have a safe and orderly school.*
- *To protect yourself and your property against some injury attempted by another.*

BUILDING SECURITY

Once the school day has begun, all doors will be secured. All parents, guardians, and visitors must use the designated main entrance and report to the main office for each building. Parents who pickup their student after school must remain in the area designated at each building site. All visitors must obtain and wear an identification badge. This badge must be returned to the office upon departure.

SAFETY DRILLS

In addition to regular monthly fire drills, the District will hold a tornado/severe weather drill, and periodic lock down drills as a part of our emergency and safety plans. Additionally, each building has identified evacuation sites for emergency use. These drills are designed to better prepare us for many different emergency situations. Please know that District staff will speak to your children in a reassuring manner about all such emergencies and the procedures to be taken. It is very important that we let our students know that school is a very safe place for them to learn.

ATTEND

Achievement is directly attributed to regular school attendance. Parents are responsible for student attendance as defined by Pennsylvania Compulsory School Attendance laws. [PA School Code 1302, 1327, 1329; Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1]

Responsibilities

- *To attend and be on time to school and classes daily.*
- *To provide the school with an adequate explanation of absences.*
- *To request and complete make-up assignments as required by the school.*
- *To complete make-up work with honesty and integrity.*

Rights

- *To be informed of School Board policies and individual school rules about absences and tardies.*
- *To appeal a decision pertaining to an absence.*
- *To make up work and tests missed due to excused absences within the time required by the school.*

Students must be in school unless they have an excused absence for one of the reasons listed below. It is the responsibility of parents/guardians to explain the absence from school in a way acceptable to the principal. When a student returns to school, an excuse card/note or a doctor's excuse is required. An absence will be unexcused if a completed excuse note is not returned within 3 days of the student's return to school.

EXCUSED ABSENCES:

- Documented appointments with health care professionals.
- Documented absence for religious instruction or for religious holidays.
- Participation in an academic class or a school-sponsored activity approved by the principal.
- Court appearances (a copy of the subpoena is required).

- Absences due to other individual circumstances may be excused at the discretion of the principal.
- Trips and vacations must be approved in advance. The absence(s) will be excused for a maximum of 8 days per school year.
- Additional reasons for excused absences include: Sickness, injury, death in the family, or some other insurmountable condition.
- All other absences are considered unexcused.

Excessive absences and/or tardiness will be referred to the school home and school visitor. Together the principal, home and school visitor, and parents/guardians will develop a plan to improve attendance. The principal may require a doctor's excuse if the child has a record of excessive absences (10 or more absences are considered to be excessive – whether they are lawful or unlawful). If a child is required to have a doctor's excuse and does not comply, the absence will be considered unlawful. **A child who has been unlawfully absent for three or more days will be sent a First Offense Notice. If another unlawful absence occurs, the parent/guardian is subject to prosecution.**

EXPRESS

Citizens are guaranteed self-expression under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas.

Responsibilities

- *To recognize the rights of others by expressing oneself in a manner which does not disrupt the process of education, violate school rules, or*

interfere with the rights, safety, and/or welfare of others.

- *To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.*

Rights

- *To express one's viewpoints responsibly without jeopardizing relations with teachers or school.*
- *To print and distribute publications only under the supervision of the principal/designee.*

SCHOOL DRESS

Students are expected to dress for school and school activities in a way that contributes to your health and safety, promotes a positive school learning environment, and does not disrupt the events and activities of the school. **The principal or designee has the authority to decide if clothing complies with these guidelines.**

Clothing must be the appropriate size not oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Baggy/saggy pants are not permitted.

Shirts/blouses/dresses must cover midriff, back, and sides at all times and should be fastened with no visible cleavage or undergarments.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than 4 inches from the top of the knee.

Shoes must be safe and appropriate. Bedroom slippers or shoes with wheels are not permitted.

Outer Garments such as coats, jackets, sweatshirts, sweaters, or other appropriate outer garments may be worn when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size and shall not be overly baggy or violate any other provisions of the dress code.

Students may not wear

- Clothing that is not properly fastened;
- Visible undergarments, sleepwear, or outer garments traditionally designed as undergarments such as boxer shorts or bras;
- Garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or, denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender;
- Hats, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
- Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
- Sunglasses inside the school building. Students may wear sunglasses, hats, and other sun-protective wear while outdoors during school hours.
- dress in a way that reveals private body area(s) or undergarments; and
- Clothes and accessories that are dangerous to health or safety and are distracting or disruptive.

PRIVACY

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school need to protect the health, safety, and welfare of all. The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records as explained in Appendix A of this Code.

Responsibilities

- *Not to carry or conceal any prohibited material.*
- *To learn how information is gathered, used, and what it means in your school records.*

Rights

- *To have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student has an object or material which is prohibited by law or the School Board.*
- *To expect that schools will keep records safe and private.*

VIDEOTAPING/PHOTOGRAPHY

Throughout the school year there are times that students may be videotaped or photographed while participating in a classroom or school event. This will not be used for financial gain or to exploit students in any way. Parents will have the opportunity to opt out on a District form if they do not want their student photographed/videotaped.

Cameras are also used in some building corridors and public areas as a means of monitoring student behavior

SECTION TWO

PROHIBITIONS AND NOTICES

MISBEHAVIOR

Students are expected to behave appropriately at school.

Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

These include, but are not limited to the following:

Abusive Language	Assault/Threat
Battery	Burglary
Cheating	Classroom Disruptions
Computer Misuse	Defiance
Disorderly Conduct	Fighting
Forgery	Gambling
Harassment	Robbery
Skipping Class	Tardiness
Theft	Trespassing
Unsafe Actions	Vandalism

Appendix A of outlines discipline guidelines.

Battery or assault against any school personnel by a student is a Level III violation of this Code. If students deliberately and knowingly use force or violence against school personnel, they will be suspended from school, and the principal will recommend that they be expelled.

The school has no tolerance for crimes, violence, weapons, and drugs. Students should report acts that pose a serious threat to school safety whenever and wherever they are under the authority of the Ephrata Area School District.

If a student is a victim of a crime at school, he/she has the right to press charges against the offender.

WEAPONS

The use of weapons is prohibited on school property, including buses, at school-sponsored activities, and in any vehicle brought onto school property or to a school-sponsored activity. Students may not possess pocket knives, plastic knives, or blunt-bladed table knives. Violation of this prohibition is a serious breach of conduct.

- Firearms/Explosives – Students may not **have in their possession, sell, distribute, display, transfer, or use** any firearm or explosive, whether operable or inoperable. The penalty is a ten (10) day suspension, and the principal will recommend expulsion.
- If students **bring** or **are in possession of** a firearm at school, they may be expelled from school for not less than one year and referred for criminal prosecution.
- Other Weapons - If students **possess, sell, distribute, display** or **transfer** a weapon of any type, other than a firearm or explosive, they will be suspended from school for five (5) to ten (10) days and the principal may recommend expulsion. Firecrackers, fireworks, and M80s are included in this category.
- If students **bring** a weapon, as defined, in to school, they will be expelled from school for not less than one year and referred for criminal prosecution.
- If students **use** a weapon of any type, including pointed or sharp instruments such as ice picks, penknives, or razor blades, they will be suspended from school for ten (10) days, and the principal will recommend expulsion.

- If students **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils), they will be suspended for ten (10) days, and the principal will recommend expulsion.

ALCOHOL AND DRUGS

The use of illegal drugs, including synthetic and look-a-like drugs, and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code.

Students may not **possess, sell, transfer, distribute, or use** any alcoholic beverage, controlled drugs, hallucinogens, or similar substances on school property, including buses, and at school-sponsored activities, except those specifically prescribed by a licensed physician. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and the student's parent(s) or guardian(s).

- If students **possess, use** or **are under the influence of** any item listed above, except under the direction of a licensed physician, they will be suspended from school for a period of five (5) to ten (10) days for the first offense, and the principal may recommend that the student be reassigned to an alternative placement or be expelled.
- For a second offense, the student will be suspended for ten (10) days, and the principal will consider alternative placement or expulsion. The principal may consider the student's previous record in other schools and school districts.
- If students **sell** any item listed above or that they represent to be any item listed above, they will be suspended from school for ten (10) days for the

first offense, and the principal will recommend expulsion.

- If students **solicit a sale, transfer, or distribution** other than selling, they will be suspended from school for five (5) to ten (10) days, and the principal may recommend expulsion. For a second transfer or distribution offense, the student will be suspended for ten (10) days, and the principal will recommend expulsion.
- Students may not **use any legal substance to attain a mood-altering effect**, and they may not **possess** any equipment or device for preparing or taking drugs.

If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school principal or designee so that the proper procedures can be followed.

TOBACCO

Students may not **use, possess, distribute, or sell** tobacco products (including papers used to roll cigarettes) on school property, at school-sponsored events, at school bus stops, or on school buses. In addition, it is unlawful for any person under 18 years of age to **knowingly possess** any tobacco product.

TRANSPORTATION SERVICES (POLICY #810 - EXCERPTS)

Pupil transportation in the State of Pennsylvania is not a required mandate and is considered a privilege. Transportation will be provided for resident students, public and non-public, who live more than 2 miles from the assigned secondary school – Grades 9 through 12; or more than 1 ½ miles – Grades 6 through 8; or more than 1-1/4 miles in Kindergarten through Grade 5 from the assigned

school. Additionally, transportation service may be provided to students who live on roads that have been certified as hazardous by the PA Department of Transportation.

While the law permits the school district to furnish transportation if it elects to do so, it does not relieve parents from exercising **responsibility and supervision** until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

Only eligible students (current riders) are permitted on the buses at any time. (Students who are walkers are not eligible for riding on the bus.).

Bus Accident Procedures

In the event of an accident involving a bus en-route to or en-route from school, injured students may be transported to a medical facility based on recognized emergency medical services protocol. Arrangements will be made to transport the uninjured students to their appropriate school building. As confirmed information is received, parents will be notified accordingly. Parents will be asked to contact the District Office to leave their name and the telephone number where they can be reached.

Video Cameras on School Buses

All school buses contracted or operated by the Ephrata Area School District may be monitoring student behavior by means of a video camera that will be activated to record video, and maybe expanded to include audio, whenever the bus is in operation. The use of surveillance systems on school buses is intended to promote safety and to discourage student misconduct while they are being transported.

TRANSPORTATION GUIDELINES/DISCIPLINE

The school bus is an extension of the school classroom, and all school rules apply. The school bus driver has the same type of responsibility as the classroom teacher and

has **full authority over the occupants in the bus**. The following guidelines will enable drivers to practice safe driving habits with a minimum of distraction from student passengers. Students and parents will be held responsible for knowing and abiding by the following provisions.

Parent(s) are directed to contact the school building administrator if problems should arise concerning the behavior or discipline of students being transported by the Ephrata Area School District. **Parent(s) are not to confront a bus driver regarding the problem or attempt to board a vehicle while it is transporting District students.** The building administrator will work cooperatively with the parent(s), student(s), bus driver, bus contractor, and the District transportation representative (if necessary) in an attempt to resolve the concern(s).

Procedures prior to boarding the bus

- Arrive at the designated bus stop **five (5) minutes before the bus is due**.
- Wait for the bus at a **safe place**, well off the highway, on the side of the street on which the student lives.
- Respect the property rights of people who reside at or near the bus stop.
- Respect the school bus danger zone, a 10-foot wide area surrounding the bus on all sides. When waiting to board, remain far enough away from the bus to clearly see the driver's face. When students are sure the driver has seen them and the bus has come to a complete stop, approach the bus in a single line without running or pushing.
- When it is necessary to cross the street to board the bus, wait for the driver to signal that it is safe to cross, and walk far enough away from the bus so that the driver's face can be seen (approximately 10 feet).
- Enter the bus in an orderly manner and take one's seat.

- Do not get into private vehicles with strangers.

Procedures while waiting for the bus

Pupils must be at the bus stop *no less than five minutes before the scheduled bus arrival time*. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait a reasonable length of time before returning to his or her home. Whether the school bus is on time or late, *students are to be visible to the driver and are to be prepared to board the bus*.

Procedures for riding the bus or van

- Students are to abide by rules of good conduct. Parents will be informed of their child's misbehavior when the student is referred to the school for discipline.
- Remain seated at all times facing forward. Do not change seats at bus stops.
- Keep hands, head, and feet inside the bus at all times.
- Loud talking, laughter and other similar conduct can distract the driver's attention and may result in a serious accident.
- Treat bus equipment as valuable furniture. Students damaging seats, windows, etc. will receive disciplinary action. Students and **parents** will be held responsible for damage caused by students.
- Keep the aisle clear.
- Do not throw anything inside the bus or out of the bus window.
- Scuffling, fighting, eating, drinking, the use of tobacco, and the use of profane language are **strictly** forbidden.
- Live animals, water guns, fireworks, and similar items that may distract the driver's attention are **not permitted** on the bus.

- Be courteous to fellow pupils and the bus driver. When the bus driver gives directions, follow them.

Procedures for exiting the bus

- **A student should only exit at his/her bus stop.**
- When leaving the bus, immediately step far enough away from the school bus danger zone, a 10-foot wide area surrounding the bus on all sides, so that the bus driver can be seen.
- All students departing from the bus that live on the opposite side of the road are to **cross the road at least 10 feet in front of the bus, and only when the driver signals that it is all clear and when the red lights are flashing.**
- Students should never chase a bus after it has pulled away from the bus stop. The bus driver can't necessarily see them.
- After disembarking from the school bus, do not return to the vehicle to pick up anything you left behind.
- Go directly home!

Bus disciplinary guideline and consequences

Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, refusing to identify himself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties.

- **First Offense:** Warning and parent notified.
- **Second Offense:** Second warning to parents.
- **Third Offense:** Suspension of riding privileges for one (1) to three (3) days.

Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses are deemed by the principal to merit the following penalties.

- **First Offense:** Suspension of riding privileges for one (1) day.
- **Second Offense:** Suspension of riding privileges for three (3) to five (5) days.
- **Third Offense:** Suspension of riding privileges for the remainder of the year. (Case to be reviewed after thirty school days).

Hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses deemed by the principal to merit the following:

- **First Offense:** Immediate suspension of riding privileges. (Case to be reviewed after thirty school days).

The building principal is responsible for administering all discipline from actions on the bus and at school.

Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to affect disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home in the afternoon by the bus prior to the beginning of any suspension of his riding privileges **provided the parents cannot be contacted** and other arrangements made.

RIDING THE BUS

Disruptive behavior on a school bus or at a school bus stop is a violation of the Code of Student Conduct. Students may have their bus-riding privileges suspended and may also be suspended from school if they misbehave on the bus.

BULLYING/CYBERBULLYING

(EASD Policy #249)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying created an atmosphere of fear and

intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by District students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revision to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention, or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling with the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

References: School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3 Board Policies – 000, 218, 233, 236

The School District will not tolerate bullying or harassment of any type, including sexual harassment during any school education program or activity; during any school-related or school-sponsored program or activity or on a school bus or school bus stop; or through the use of computers, cell phones, or any other electronic means.

If students are found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, they may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion.

If students or their parent/guardian believes the student has been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal, or other school staff.

Filing of a complaint or otherwise reporting sexual harassment will not affect a student's status, participation in activities, future grades, or work assignments.

HAZING (EASD Policy #247)

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

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health,

physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

- Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.
- Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

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

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

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers, and District staff [by means of: distribution of written policy; publication in handbooks; verbal instructions by the coach or sponsor at the start of the season or program; and posting of notice/signs] that hazing of district students is prohibited.

The Board authorizes the administration to implement rules and guidelines concerning hazing, including appropriate discipline. The matter may be referred for criminal charges if appropriate. *References: School Code – 24 P.S. Sec. 510, 511; Board Policy – 122, 123*

Even if a student is only a by-stander, he/she may be deemed to be a participant if he/she stays present during a hazing incident. Student by-standers are expected to leave the area immediately and are encouraged to report the incident.

MAKE FALSE STATEMENTS

It is a Level III violation to intentionally make false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other school staff.

REMOVAL FROM CLASS

Students may be removed from class by an Administrator for chronic misbehavior which interferes with the teacher's ability to communicate effectively with the class, or interferes with the ability of other students to learn.

ELECTRONIC DEVICES

The School District is not responsible under any circumstances for the loss, destruction, damage, and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. Students are responsible for locating any lost or stolen items. The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the confiscation of the device.

ACCEPTABLE USE OF INTERNET ACCESS, E-MAIL, AND NETWORK RESOURCES (EASD Policy #815)

The Board supports use of the Internet and other computer networks in the District's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Internet access, electronic mail (e-mail), and network resources are available to District employees and students in the District solely for educational and instructional

purposes consistent with the educational mission of the Ephrata Area School District. This policy provides expectations for the use of technology as it affects our District and educational community.

Use of the Internet and e-mail network is a privilege. This policy establishes guidelines for such use.

Our computers, Internet access and e-mail belong to the District and shall only be used for the purposes stated above. No privacy right is granted, warranted, or represented by the District to employees and students and employees and students should not assume that any privacy right exists. Users should be aware, and expect, that the content of messages (whether in e-mail or other documentation) will be reviewed by appropriate personnel and will be available for third party review as necessary. All employees and students are subject to access to and disclosure of email and internet use by the District, and waive any claims with respect to such actions.

The District may periodically, on an unannounced basis, monitor computers, Internet access, and e-mail to ensure that the system is working properly, that no viruses have been introduced, and that all users are following this policy. Monitoring may include, but is not limited to, information, Internet access, e-mail messages that the user deletes but that are retained in some manner.

The electronic information available to users does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District is not responsible for any damages, inquiries, or claims resulting from violations of responsible use of technology. The District reserves the right to log network

use and to monitor fileserver space utilization by District users and outside users. The District reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school.

District and network administrators may review student and District employees' files and communications to maintain system integrity and ensure that students and District employees are using the system for appropriate purposes.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors. This is not an exhaustive list, and can be revised, updated, and reviewed as deemed necessary. The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

Delegation of Responsibility

The District shall make every effort to ensure that this resource is used responsibly by students and District employees. Administrators, teachers, and District employees 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 ages and developmental levels, and to evaluate and use the information to meet their educational goals. Students and District employees have the responsibility to respect and protect the rights of every other user in the District and on the Internet. The building administrator shall have the authority to determine what is an inappropriate use.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The District shall provide a copy of this policy to parents/guardians, upon written request.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed by the user to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. Users must log off when they are finished using a school computer. Failure to log off may allow others to use your account: users are responsible for any activity that occurs through their personal account.

Upon graduation or withdrawal from the District, access will no longer be provided to the school network, files stored on the network, or a user's school e-mail account. Upon termination of employment, access will be provided at the discretion of District administration for a limited time only. It is recommended that users save all personal data stored on school technology to a removable storage device prior to leaving the District.

Prohibitions

Students and District employees are expected to act in a responsible, ethical, and legal manner in accordance with District policy, professional code of conduct, accepted rules of network etiquette, and federal and state law. Students and District employees bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes that do not directly/indirectly support the District's educational programming.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyber-bullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Access to obscene or pornographic materials or child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.

17. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.
19. Posting of someone else's intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.
20. Attempt to circumvent any security system or filter employed by the District, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the District network or Internet to circumvent any school policy.
21. Unauthorized access to the District wireless network.
22. Non-instructional access to social networking profiles or accounts.

Security

System security is protected through the use of 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.
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.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. 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. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges and may be reported to the appropriate legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy the physical components of the computer and the data of another user, Internet, or networks; this includes but is not limited uploading or creating computer viruses.

The District cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally owned technological devices that are in violation or are used in violation of school policies.

The illegal use of copyrighted software by students and District employees is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Our District adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act (CIPA). Any District computer/server utilized by students

and District employees shall be equipped with Internet blocking/filtering software. The District cannot monitor every activity, but retains the right to monitor activities that utilize technology on the District network. By filtering Internet access, we intend to block offensive, obscene, and inappropriate content, including pornography. The filter may not be disabled for use by students or other minors for any reason.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
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.

SECTION THREE

PROCEDURES

Students may be temporarily detained and questioned about possible violations of school rules. The principal or designee may search a student's locker or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.

SUSPENSION

The principal or administrative designee has the right to suspend students from school for a serious act of

misconduct (Level II or III offense under the Code). The procedure below shall be followed for suspension from school:

A student will receive oral and written notice of the charges and an explanation of the evidence against him/her. In a conference, the student will have an opportunity to respond to the charges and to explain his/her behavior.

If the principal or designee determines that there are sufficient grounds for suspension, then the student will be informed of his/her suspension school and the length of time. A student will normally be suspended effective at the end of the school day.

-
- The principal or designee will make a good faith effort immediately to contact the student's parent or guardian by telephone and will also send written notice to the parent or guardian. The notice will state the length of the suspension and the reasons. If suspended, a student will be released to the parents/guardians with specific homework assignments to complete.

A student or his/her parent/guardian may appeal a suspension decision through the Student Grievance procedure (*Section Four of this Code*).

In an emergency the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff, or other persons in the school may be threatened by the student's continued presence. When temporary suspension is necessary, the principal will inform the parent or guardian by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal will hold a conference with the student and his/her parent/guardian. Following the conference, the

principal may formally suspend the student; however, in no case shall the principal's temporary and formal suspensions exceed ten (10) days for the same offense.

EXPULSION

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct (Level III offense under the Code). The following procedure shall be used:

- The student will receive oral and written notice of the charges and an explanation of the evidence. In a conference, the student will have an opportunity to respond to the charges and to explain his/her behavior. He/she may give the principal the names of witnesses to the incident, so that they may be questioned.
- The student will be informed that he/she is being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent. The student will normally be suspended effective at the end of the school day.
- The principal or designee will make a good faith effort immediately contact the student's parent/guardian by telephone and will also send written notice. The notice will state that the student has been suspended for ten (10) school days, that a recommendation for expulsion has been forwarded to the Superintendent, and the reasons for the action taken.
- Upon request, a student's parent or guardian will be given an opportunity to attend a conference with the principal to discuss the reasons for suspension and the recommendation for expulsion. This opportunity will be provided within 48 hours of

the request (excluding Saturday, Sunday, and school holidays).

- The Superintendent or designee will investigate the incident. Alternatives to expulsion shall be considered.

If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, a notice of charges will be sent to the student's parent or guardian. A parent/guardian may request a hearing on the charges before the Board-designated hearing agent within ten (10) calendar days from receipt of the Superintendent's notice. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.

When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days until the next regular or special meeting of the Board. The student's parent/guardian will be informed in writing of any extension.

The Superintendent will notify the student and his/her parent/guardian of the Board's action.

SECTION FOUR GRIEVANCE PROCEDURES

FOR STUDENTS AND PARENTS/GUARDIANS

Student Right

A student has a right to file a complaint if he/she feels that he/she has been treated in an unfair way.

Student Responsibility

A student has a responsibility to learn about and follow procedures for filing a complaint.

A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels:

A student or parent/guardian should discuss the complaint with the person responsible for what he/she believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place.

If the grievance has not been resolved at Level I (the informal level) the student and/or parent/guardian may submit a completed Student Grievance Form to the principal within five (5) school days after the Level I discussion. The principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written decision.

If the grievance has not been resolved at Level II, the student and/or your parent/guardian may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Superintendent's designee, who will review the grievance and will respond in writing to all parties within ten (10) school days after receipt of the grievance form.

Student grievance forms are available in each school's office and at the District website www.easdpa.org.

Appendix A

SCHOOL DISCIPLINE GUIDELINES

The violations and the action plan outlined on these chart are to inform students and parents of the procedures that to be used by school officials as a guide for equal disciplinary enforcement of observed and/or admitted behaviors in light of developmental appropriateness.

KINDERGARTEN – GRADE 6

EXAMPLES (not all inclusive)	PROCEDURES	CONSEQUENCES (not all inclusive or sequential)
LEVEL I (Teacher/Supervising Staff Member)		
Minor unacceptable classroom behavior - Acting disrespectfully - Being non-compliant - Cheating Unauthorized use of locker Unauthorized use of school telephone Cheating Running/kicking/hitting/pushing/shoving Spitting Inappropriate language/gestures Inappropriate displays of affection (1 st offense) Littering/Throwing of food Making fun of others/Name calling	Immediate and consistent intervention by staff. Incidents documented and anecdotal records kept by staff. Parent notification at teacher discretion. No administrative involvement at this level.	Verbal reprimand Contact parent Privilege denial Supervised time-out Teacher detention Logical consequences After 3 rd offense, treated as Level II Violation
LEVEL II (Administrative)		
Repeated/Unmodified Level I misbehavior Leaving school without authorization Cutting class Reckless horseplay/rough-housing Inappropriate displays of affection Use of cell phone Inappropriate behavior during an emergency drill Minor property damage Petty theft Insubordination/inappropriate language Direct refusal to follow given directions	A discipline referral form is completed and sent to the office for administrative intervention. All staff must include a copy of the Level I documentation with the discipline referral. Administrator will meet with student and notify parents	Student conference and/or warning Parent contact Loss of privilege Behavior contract Removal from class In-school suspension Out of school suspension
LEVEL III (Administrative)		
Repeated misbehavior from Level II Intentional bullying/intimidating others Leaving school grounds without permission Physical assault or fighting * Vandalism of school property * Theft * Possession or use of tobacco products, smoking * Possession or use of weapons, fireworks, etc. * Drug and/or alcohol violation Verbal or written assault/threat toward any individual * Arson or false alarms * Harassment * Terroristic threats or acts *	Immediate administrative action Administrator contacts parents immediately	Parent conference In-school suspension Out of school suspension Possible expulsion *Police may be contacted

GRADES 7 – 12

VIOLATIONS	PROCEDURES	CONSEQUENCES
Level I (TEACHER)		
Unexcused lateness to class Minor unacceptable classroom behavior Inappropriate language Inappropriate displays of affection (1st offense) Unauthorized use of locker Failure to report for teacher detention Unauthorized use of school telephone	Immediate and consistent intervention by staff. Incidents documented and anecdotal records kept by staff. Parent notification at teacher discretion. No administrative involvement at this level.	Student conference and/or warning Parent phone call Teacher detention After 3rd offense, treated as Level II Violation
LEVEL II (ADMINISTRATIVE)		
Repeated acts from Level I Leaving school without authorization Cutting class Insubordination/inappropriate language Reckless horseplay Bus violation Parking or driving violation Inappropriate displays of affection (2nd offense) Use of cell phone Inappropriate/unacceptable attire Inappropriate behavior during an emergency drill Inappropriate/unauthorized use of Internet and/or student computer file account.***	A discipline referral form is completed and sent to the office for administrative intervention. All staff must include a copy of the Level I documentation with the discipline referral. Administrator will meet with student and notify parents	Student conference and/or warning Parent phone call Administrative detention Saturday detention Out of school suspension ***Internet Restriction
LEVEL III (ADMINISTRATIVE)		
Repeated acts from Level II Failure to serve teacher/administrative detentions Theft*** Physical assault or fighting*** Possession or use of tobacco products, smoking*** Drug and/or alcohol violation Vandalism of school property*** Possession or use of weapons, fireworks, etc.*** Arson or false alarms*** Verbal or written assault or threat toward any individual*** Harassment*** Terroristic threats or acts***	Immediate administrative action Administrator contacts parents immediately	Parent conference Out of school suspension Possible student removal from class with a failing grade Most Level III Violations involve criminal charges with the police Possible expulsion ***Police may be contacted

Code of Student Conduct

Acknowledgment of Responsibility



Each parent/guardian of a student enrolled in Ephrata Area School District must sign and return this page to the student's school to acknowledge receipt of the *Code of Student Conduct*. Each school will maintain records of such signed statements to confirm that families have been provided information regarding school rules and expectations.

By signing below, I acknowledge that I have received and reviewed the *Code of Student Conduct* with my child. Failure to return this form will not relieve the student or parent /guardian from the responsibility to know the contents of *Code of Student Conduct* and will not excuse non-compliance with the *Code of Student Conduct*.

Student's Printed Name

School/Homeroom Teacher

Parent's/Guardian's Signature

Date

**PLEASE SIGN AND RETURN TO SCHOOL
BY THURSDAY, SEPTEMBER 1, 2011**

"Achieving Success One Student at a Time"
Ephrata Area School District



Ephrata Area School District
Code of Conduct Student Grievance Form

A student or parent/guardian may submit this completed form to the Principal within five (5) days after the Level I discussion. The Principal will have five (5) days after the receipt of the grievance to hold a conference and provide a written decision.

Name of Student _____

School _____ **Grade** _____

Teacher(s) _____

Which student right(s) are in question? _____

Describe the specific circumstances regarding this grievance, please include the date(s) and time(s).

What evidence do you have to support this grievance (please attach any supporting documents)?

If there are witnesses to support this grievance, please provide name, address and telephone number.

What resolution are you hoping to seek for this grievance? _____

Printed Name of Person Completing This Form

Date

Signature

Phone Number

Email Address

Administrator Notes / Action Taken / Required Steps

Date Form received _____