

Mechanicsburg Area School District  
Code of Student Conduct

Mechanicsburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Access to educational programs shall be provided without discrimination on the basis of a student's race, sex, color, religion, disability, sexual orientation or national origin as required by academic standards and assessment of the State Board of Education.

For information regarding civil rights or grievance procedures, contact the office of the Superintendent. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons and for information regarding confidentiality of and the types of education records, contact the Director of Student Services. Both can be reached at 100 E. Elmwood Avenue, Mechanicsburg, Pennsylvania 17055, 717-691-4500.

This Code is printed in English, the predominant language of the majority of the students of the Mechanicsburg Area School District. If English is not your predominant language and you need assistance in translating this document, please contact the Chief Academic Officer at 691-4500. Upon request, the document will be translated to your predominant language.

Kindergarten Academy at Filbert Street  
505 S. Filbert Street  
Phone: 506-0852  
Fax: 506-0853

Broad Street Elementary School  
200 S. Broad Street  
Phone: 691-4574  
Fax: 697-7392

Elmwood Elementary School  
100 E. Elmwood Avenue  
Phone: 691-4578  
Fax: 506-1801

Northside Elementary School  
411 N. Walnut Street  
Phone: 691-4581  
Fax: 697-8674

Shepherdstown Elementary School  
1849 S. York Street  
Phone: 691-4589  
Fax: 697-8916

Upper Allen Elementary School  
1790 S. Market Street  
Phone: 691-4594  
Fax: 697-9107

Mechanicsburg Middle School  
1750 S. Market Street  
Phone: 691-4560  
Fax: 791-7977

Mechanicsburg Area High School  
500 S. Broad Street  
Phone: 691-4530  
Fax: 691-7632

**District Website: [www.mbgd.org](http://www.mbgd.org)**

**District Directory**

**Central Office Administrators**

Mark K. Leidy, Ed.D., Superintendent  
Alan T. Vandrew, Assistant to the Superintendent, CFO  
Julia J. Huff, Assistant to the Superintendent  
Jason L. Baker, Supervisor K-12 Curriculum  
Paul D. Bigham, Director of Student Services  
Candis L. Chubb, Supervisor of Special Education  
Tracy L. Watkins Harper, School Psychologist  
Karen L. Westphal, Ph.D., School Psychologist  
Tonya M. Brown, Recreation Director  
Bruce L. Gordon, Technology Coordinator  
Robert H. Kauffman, Supervisor of Administrative Services  
Karin Z. Marlin, Food Services Director  
Robert A. Meck, Director of Facilities  
Brenda E. Miller, Business Services Director  
Terry A. Schneider, Supervisor of Custodial Services  
Debra L. Stouffer, Human Resources Director  
Andrea J. Teeter, Athletic Director

**Board of School Directors**

Dawn M. Merris, President  
John C. Rupp, Vice President  
Tracy L. Morgan, Treasurer  
Richard J. Bradley  
Dennis P. Burkhard  
Matthew W. Martin  
Gregory P. Pappas  
Judith K. Quigley  
Jerry S. Wills, Jr.

Mechanicsburg Area School District  
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Dear Student and Parent/Guardian:

The Mechanicsburg Area School District Code of Student Conduct was developed to inform you of the crucial nature of a positive learning environment that includes clearly defined expectations for student attendance and behavior. The Board of School Directors has approved numerous policies to address areas relating to pupils within the Board's policy manual. The new Code of Student Conduct includes reference to each of these applicable Board approved policies. Copies of these policies are available in the district office, school offices, and libraries and the district web site at <http://www.mbgasd.org>. These policies contain within them, the legal citations from which they were developed. When student behaviors are inappropriate and impact negatively on a positive learning environment, the disciplinary options that are identified in the Code of Student Conduct will be utilized by the School's Administrators.

This publication meets the federal requirements of No Child Left Behind (NCLB), Section 4114 (7)(e) by establishing a code of student conduct that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that –

- allows a teacher to communicate effectively with all students in the class;
- allows all students in the class to learn;
- has consequences that are fair and developmentally appropriate;
- considers the student and the circumstances of the situation; and
- is enforced accordingly.

**This Code of Student Conduct also:**

- ❑ Meets the legal requirements of Section 12.3(c) of the Pennsylvania Code, which requires that the District adopt these provisions and distribute copies to both students and parents/guardians.
- ❑ Meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative.
- ❑ Establishes a rational standard of behavior that is expected of all students in achieving the objective of providing a safe environment for the pursuit of knowledge.
- ❑ Helps prepare students for life in a democratic society where adopted laws govern and maintain a measure of protection and security for all citizens within the framework of freedom.
- ❑ Supports our Mission Statement.

This Code of Student Conduct was designed to help to provide a safe school environment that is conducive to learning. The Code outlines the cooperative effort among students, parents and school personnel and defines the essential role of each participant in the process.

Please review this Code of Student Conduct to ensure your understanding in this vital approach toward guiding our young people and providing a safe school environment. The acknowledgement form with your signature is required to be submitted to your child's school.

Thank you for your continuing interest in the educational process.

Sincerely,

Mark K. Leidy, Ed.D.

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*Superintendent*

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**FOREWORD**

Public schools have a compelling responsibility to develop reasonable rules and regulations regarding student conduct. The schools have an institutional responsibility to provide a safe and healthy environment for all students. The climate of the school must provide for the protection of the rights of students to receive an education. Excellence in education occurs when a safe and orderly instructional environment exists. Teachers must be able to teach and students must be able to learn in an environment that is free from substantial disruption. The Mechanicsburg Area School District Code of Student Conduct is intended to promote a safe and orderly school environment and the District's vision, mission, and beliefs.

**MISSION STATEMENT**

The mission of the Mechanicsburg Area School District through the collaborative efforts of students, staff, parents, and the community is:

- To promote relentlessly the processes of acquiring and applying knowledge, skills, and attitudes required for all students to become lifelong learners;
- To provide a safe and supportive learning environment for all students;
- To address the diversity of each student's needs; and
- To instill in every student the worthiness of being a self-disciplined, responsible, contributing member of a rapidly changing global society.

**WILDCAT CODE**

The Wildcat Code was developed by Mechanicsburg Area School District students and staff members who stated the following: "If you are true to the values listed below, you will be a credit to your family, to your peer group, and to every organization with which you are associated. You will be justifiably proud of your actions and accomplishments, and will be a personal and professional success at whatever undertakings you should attempt."

**W**illingness to serve: Recognize that there are things in life that are more important than yourself. At times the welfare of others or the group is more important than the welfare of the individual. Learn the satisfaction that comes from selflessly helping others without the need for public recognition.

**I**ntegrity: Do what is right – legally and morally. The right moral action may not be popular with your peers. You must be strong and confident enough to follow your convictions. Integrity is not lying, cheating or stealing, or tolerating others who do. When you know of someone who has acted improperly, you must take action to correct his/her indiscretion.

**L**oyalty: You must consistently support those around you if you expect to be part of a group that is unified and successful.

**D**uty: Fulfill your obligations and accept the consequences, positive or negative, of your actions. Accepting responsibility is a sign of maturity.

**C**ourage: Face up to fear, danger and adversity that you are certain to confront in your life. Physical and moral courage is not the absence of fear; it is overcoming that fear and doing what must be done.

**A**ttitude: Be positive and self-confident, and treat others with the respect they deserve as fellow human beings. If you do not give others respect, you cannot expect them to give it to you.

**T**olerance: Do not allow differences to separate you from others. Another person's gender, race, ethnicity, national origin, social or economic status, or religion must not cause in you a thoughtless, automatic and negative reaction. This would deny you the wisdom, joy, companionship and accomplishments that your open association with those different from you can bring. Do not limit your own potential by denying yourself access to the potential available in the majority of people in this world who do not share your race, religion and culture.

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**ELEMENTS OF A POSITIVE LEARNING ENVIRONMENT**

The maintenance of a positive learning climate in the schools of the district is dependent upon the provision of a controlled environment free from substantial or material disruption. To accomplish this objective, four critical elements must exist:

1. The school board and administration must determine the rules and regulations that apply to student conduct, the penalties for violations, and the rights and responsibilities of individuals within the system.
2. School personnel must be knowledgeable of the structure of the system and work diligently to insist upon proper behavior and guide students toward self-discipline.
3. Students must be aware of all rules and regulations and be willing to assume progressively greater responsibility for their behavior.
4. Parents/guardians must be familiar with the rules and regulations and be willing to support the school in the attempt to provide a productive climate for learning.

This Code of Student Conduct is intended to provide a base for this interaction and cooperation of these critical elements.

**GENERAL PROVISIONS**

**Free Education and Attendance** (from MASD Policy No. 113, "*Special Education*," Policy No. 201 "*Admission of Students*," Policy No. 204 "*Attendance*," Policy No. 234 "*Pregnant Students*," and Policy No. 103 "*Nondiscrimination in School and Classroom Practices*."

All persons residing within the Mechanicsburg Area School District between the ages of 6 and 21 are entitled to a free education in the public schools of the district. Parents and guardians of all children between the ages of 8 and 17 are required by the Compulsory Attendance Law to ensure that their children attend school. A student may not be excluded from school nor from extra-curricular activities because of being married or pregnant, unless it can be medically determined that the activity would be harmful to the health and welfare of the individual. Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), 22 PA Code § 4.4c, 12.4 and all other non-discrimination statutes, no student shall be denied access to a free public education on the basis of a student's race, color, religion, gender, sexual orientation, national origin, or disability. In addition, an eligible student under Chapter 14 or an otherwise qualified student identified under Chapter 15 may not be excluded from school or extracurricular activities because of their identification under those Chapters.

The School Code requires students to be in regular attendance. Upon receipt of satisfactory written evidence explaining the reason for an absence, a principal may excuse an absence. The Mechanicsburg Area School District requires written documentation to be turned in within three school days after the absence. Failure to turn in a written excuse within three days results in the absence being marked unexcused, and no credit is given for work due or missed during the absence. The District will excuse absences for the following reasons:

1. illness,
2. required court attendance,
3. family emergencies, including funerals,
4. prearranged doctor and dentist appointments,
5. authorized school activities,
6. approved educational tours and trips,
7. other urgent reasons that apply to the child himself/herself.

After appropriate notice, parents or guardians of students under the age of 17 and unlawfully absent for more than three days may be subject to fines. Students 17 years of age or older who have accumulated more than three unexcused absences will be disciplined. For any Mechanicsburg Area School District student who misses more than 10% of the school days in session, a doctor's excuse may be required for each additional absence.

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**Educational Environment**

The Mechanicsburg Area School District is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, color, gender, religion, disability, age, national origin or sexual orientation. Unlawful harassment against such protected categories or intimidation shall be defined as any action that is so offensive as to affect the individual's ability to participate or benefit from his/her educational experience. Students who feel they are being harassed should see a guidance counselor. Students who are found guilty of hazing, unlawful harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

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

**STATUTORY AUTHORITY**

Public schools are governed by the complex interaction of the U.S. and Pennsylvania Constitutions, federal statutes and regulations, the statutes of the General Assembly of the Commonwealth of Pennsylvania, the regulations of the State Board of Education, adopted policies of the board of school directors, and court decisions. The Board of School Directors of the Mechanicsburg Area School District has adopted policies that relate to its expectations regarding school climate and pupil conduct. Copies of these policies are available in the district office, school offices, and libraries, and on the district website at <http://www.mbgdsd.org>. Administrative authority at the district and building levels flows from these laws and policies. The general authority of school officials governing student conduct can be found in Section 510 of the School Code that reads in part:

*"The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school."*

This general authority is extended to administrators and teachers in Section 1317 of the PA School Code. This section gives school personnel in loco parentis (in the place of a parent/guardian) status and reads:

*"Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."*

This broad authority is limited by the constitutional rights of students, court decisions, and the regulations of the State Board of Education. Suspension and expulsion of students, the most serious penalties for misbehavior, are also authorized by statute. Section 1318 of the statute provides:

*"Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the board of school directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board, or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board."*

The length of exclusion from school and the nature of the hearings required are outlined in Sections 12.6 and 12.8 of the State Board regulations.

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**EXPECTATIONS FOR STUDENT CONDUCT**

**Student Rights and Responsibilities** (from MASD Policy No. 235, “*Student Rights/Surveys*”)

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students, administration, and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of each student to respect the rights of teachers, administrators, and all students who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with federal, state, and local laws and regulations.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and Mechanicsburg Area School District authorities.
10. Report accurately and not use indecent or obscene language in student media, on school premises, or during school activities.

**Dress Code** (from MASD Policy No. 221, “*Dress Code*”)

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

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

Consistent with the mission of the school district a student’s dress will always be within reasonable limits of decency, morality, and propriety. Part of the District’s educational mission is to prepare students for eventual employment and to teach that expectations in attire differ between school/work and recreation. Students who require exemptions to the dress code due to religious or medical reasons should see a building administrator who may make exceptions to the dress code.

Appropriate disciplinary measures will be taken with students not complying with the dress code; students will not be permitted to attend class until acceptable adjustments are made to their appearance. Students with dress code violations will be asked to make clothing adjustments and may be assigned detention. Flagrant or repeated violations of the dress code will result in the assignment of more serious discipline.

The rules outlined on the following page are provided to help students comply with appropriate dress during the school hours. The limitations have been described in order to result in uniform enforcement and to minimize subjective determinations.

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**Dress Code for Secondary Students**

1. Sleeves will be required on all shirts, dresses and blouses. Low cut tops, front and/or back, are not permitted.
2. Girls may wear skirts and dresses. Dresses that do not meet the above “shirt criteria” may be worn with a shirt underneath or a sweater or coordinating dress jacket to cover the shoulders. Tights and spandex may be worn in conjunction with skirts, shorts, and dresses.
3. Transparent, revealing or immodest clothing that attracts undue attention (e.g. very short skirts and shorts, sheer blouses, etc.) may not be worn. Midriffs and underwear must be covered. Sagging pants are unacceptable; belt loops on pants must be waist high.
4. Small headbands and barrettes may be worn for the purpose of restraining hair. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Hat Days.”) Exceptions to this rule may be made by the administration.
5. Shoes must be worn at all times.
6. Clothing that presents a safety hazard, interferes with the educational process, or has the potential to cause a disruption will not be allowed.
7. Coats, gloves and outerwear jackets must be kept in student lockers throughout the day. Exceptions to this rule may be made by the administration.
8. Clothing with slogans/pictures displaying or suggesting the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or which is derogatory to any person/group for reasons of race, religion, disability, age, gender, or national origin or sexual orientation in violation of civil rights laws prohibiting harassment or discrimination is not permitted.
9. Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.

**Dress Code for Elementary Students**

1. Transparent or immodest clothing that attracts undue attention may not be worn.
2. No midriff or underwear may be visible.
3. Small headbands and barrettes may be worn for the purpose of restraining hair. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Hat Days.”) Exceptions to this rule may be made by the administration.
4. Shoes must be worn at all times. (Clogs, flip flops and platform shoes are discouraged due the potential for injury during recess).
5. Any clothing that presents a safety hazard or interferes with the educational process will not be allowed.
6. Coats, gloves and jackets must be kept in coat rack areas during instructional time. Exceptions to this rule may be made by the administration.
7. Clothing with slogans/pictures displaying or suggesting the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or which is derogatory to any person/group for reasons of race, religion, disability, age, gender, national origin or sexual orientation in violation of civil rights laws prohibiting harassment or discrimination is not permitted.
8. Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wrist bands, studded bracelets or belts) may not be worn.

**Bus Conduct** (from MASD Policy No. 810, “*Transportation*”)

Proper student conduct on school buses is essential to the health and safety of all students. Persistent misbehavior on the part of any pupil will result in the revocation of the privilege to ride the school bus. Should a student lose the privilege, it becomes the responsibility of the parent or guardian to provide transportation.

The driver of the bus has the authority to direct students with regard to bus behavior and to assign seats where appropriate. Behavior infractions will be reported to the appropriate administrator. Misbehavior on the bus that is persistent or serious, poses a threat to the health and safety of others, causes a distraction or undermines the authority of the driver or violates district policies shall be subject to the appropriate consequences as determined by the administrator. To monitor student conduct and to ensure student safety, video cameras may be placed in any Mechanicsburg Area School District bus. Students may be subject to being videotaped and audio taped on the school bus at any time, including the activity bus and athletic, band, chorus and field trip travel.

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The following rules regarding bus behavior will apply:

1. Pupils must be loaded and unloaded only at school loading stations and designated bus stops approved by the school board.
2. Pupils should proceed quickly and in an orderly fashion when boarding/disembarking the bus.
3. Pupils must maintain an acceptable level of noise and refrain from singing, shouting, or cheering so as not to distract the driver.
4. Pupils must remain seated while the bus is in motion.
5. Pupils must not extend arms or other body parts out of windows.
6. Pupils must not throw objects inside the bus or out the windows.
7. The aisle must be kept clear; books and other belongings should be held by the students, or properly stowed out of the way.
8. Pupils must be on time at bus stop locations at home and school.
9. Pupils must remain in the proper waiting areas at the bus stops and may not play or loiter in roadways when waiting for the bus.
10. Pupils must respect private property. They may not trespass, loiter, play on or damage private property.
11. Pupils are not permitted to leave the bus except at their regularly assigned stops unless they have written permission from a school administrator.
12. After arriving at school either by school bus or by private transportation, students must remain on school property until dismissed.
13. Pupils may ride only their assigned bus.
14. Pupils may not eat, drink or chew gum on the bus. They must help keep the bus neat and clean.
15. Pupils must follow all instructions issued by the bus driver.
16. Animals may not be transported on the bus.

All rules with regard to behavior on school property also apply to bus conduct.

**BEHAVIOR MANAGEMENT**

**Searches** (from MASD Policy No. 226 “*Searches*”)

The Board reserves the right to authorize school authorities to inspect or search a student’s locker or desk at any time for the purpose of determining whether the locker or desk is being improperly used for the storage of illegal items or substances or any materials that pose a threat to the health, safety, order and welfare of school occupants. Students shall have no expectation of privacy with respect to their use of such lockers or desks. No student permission is necessary to enter a locker or desk. Lockers and desks may be periodically and randomly searched by school authorities, police, and/or certified scent dogs without prior warning or warrant. Seized materials may be used as evidence against the student in disciplinary and other proceedings.

If it is reasonably suspected that a student has illegal material in his/her locker, in a backpack or purse, or in an automobile on school property, the student shall be notified and given the opportunity to be present while school personnel conduct a search. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning. School personnel will notify the parent, police and superintendent if illegal materials are found. Possession of illegal material in an automobile on school property may result in suspension of parking privileges in addition to other consequences related to the offense.

**Off-Site or After-Hours Conduct** (from MASD Policy No. 218, “*Student Discipline*”)

Off-site or after-hours conduct may subject students to school discipline if the misconduct is connected to the school because the conduct may reasonably be expected to undermine the proper disciplinary authority of the school or school staff, threaten the safety of students or staff, or cause substantial disruption within the school.

Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school programs or the school community; whether school property or

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equipment was used; and whether school activities, including extracurricular, co-curricular and athletic activities, were involved in the planning, organizing or promoting of the misconduct.

All facilities (including parking lots) used for school events are covered by school policy. The following are examples, but are not limited to: Memorial Stadium and in the parking lots as well as other facilities/parking areas for such events as the prom, graduation, etc.

**Contact with Law Enforcement Agencies** (from MASD Policy No. 225, “*Students and the Police*”)

The Board of School Directors has established a policy with regard to contact with law enforcement agencies involving discipline as a result of activities occurring on school property or at a school event. Some, but not all examples of law enforcement contact, are as follows: Police assistance will be requested when a trespasser fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist, or when any action threatens the health, safety, or welfare of any person. The police will also be contacted when any person other than police officers are in possession of a dangerous weapon. Police will also be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device, and Cosmetics Act (Purdon’s Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144) or drugs which fall under the "look alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state, or federal law depending on the seriousness of the incident. Victims of violations of local, state and federal law may choose to file charges under these statutes independent of school disciplinary actions.

The school is often asked why they do not file charges in a student disciplinary incident. While the school has broad discretion in student discipline matters, the school does not have jurisdiction to file charges in most incidents. The police and/or the District Attorney make that decision after a report by the school.

**Weapons** (from MASD Policy No. 218.1 “*Weapons*”)

The Board prohibits students from possessing, selling or bringing weapons or replicas of weapons into any school district building, onto school property, to any school sponsored activity, or onto any public conveyance providing transportation to school or a school sponsored activity. Violation of the Weapons Act 26 of 1995 of the Pennsylvania Legislature is a serious matter and carries a mandatory consideration of expulsion from school for a period of a full year. The Superintendent may recommend modification of the expulsion on a case-by-case basis and shall assure compliance with IDEA.

The term weapon shall include, but not be limited to knives of all types, cutting instruments, cutting tools, firearms, shotguns, rifles, guns (including BB and pellet guns), lead pipes, chains, nunchaku sticks, throwing stars, darts, metal knuckles, black jacks, fireworks, explosives (including bullets, firecrackers and M-80s), and any other tools or instruments capable of inflicting serious bodily harm and replicas of the foregoing.

**Bullying, Intimidation, or Extortion** (from MASD Policy No. 249, “*Bullying and Extortion*”)

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, or extortion. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded. Bullying is a pattern of abuse or aggressive behavior by one person or a group targeted towards someone less powerful. Bullying behavior includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors; false accusations and social isolation. For a complete definition of “bullying” and “extortion” refer to the Board Policy.

**Hazing** (from MASD Policy No. 247, “*Hazing*”)

Students are prohibited from conducting any activities that involve hazing. For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which causes willful destruction or removal of public or private property for the purpose of

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initiation or admission into, or as a condition for continued membership in, or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or cause any willful destruction or removal of public or private property. All hazing is considered to be a forced activity regardless of the individual's willingness to participate.

**Unlawful Harassment** (from MASD Policy No. 248 "*Unlawful Harassment*")

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment of categories protected by civil rights laws is not tolerated. Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability that create a hostile environment. The Board encourages students who have been harassed to report promptly such incidents to building administrators. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliations shall occur as a result of good faith charges of harassment. The detailed complaint and investigation process is set forth in the Board Policy. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action intended to ensure the harassment ceases, to prevent further harassment, and to remediate any harm already done. For a complete definition of "unlawful harassment" refer to the Board Policy.

**Terroristic Threats/Acts** (from MASD Policy No. 218.2, "*Terroristic Threats/Acts*")

The Board prohibits any district student from communicating Terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building. The term terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Violation of MASD's Policy No. 218.2 will result in a suspension, police notification and consideration of expulsion from school.

**Door to Door Provision** (from MASD Policy No. 218 "*Student Discipline*")

Sections 510 and 1317 of the School Code both give school personnel authority as to the conduct and behavior of students "during the time they are in attendance, including the time required in going to and from their homes." It is important for parents and students to be aware of this provision. The safety of the students of this District is of the highest importance.

**Prohibition of Electronic Devices** (from MASD Policy No. 237, "*Electronic Devices*")

According to Section 1317.1 of the Public School Code, the possession by students of electronic paging devices and laser pointers shall be prohibited on school grounds, at school sponsored activities, and on buses and other vehicles provided by the school district. Pagers and laser pointers will be confiscated and turned into the office. Cellular phones are to be turned off and are not to be used during school hours. Misuse may result in confiscation. Any electronic device that provides for wireless, unfiltered connection to the Internet is prohibited. Any other electronic devices that cause interruptions in the educational process may be taken by teachers and turned in to the office. Any electronic devices that may pose a safety hazard will be returned only to a parent. Illegal materials will be turned over to the police.

**Tobacco Use** (from MASD Policy No. 222, "*Tobacco Use*")

Act 145 of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use and/or possession of tobacco by pupils in school buildings and on school buses and on school

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property owned by, leased by, and under the control of the Mechanicsburg Area School District. To protect the health of the future citizens and to provide role models for the youth of the district, the Mechanicsburg Area School District has enacted by resolution a smoke-free environment in all enclosed areas of the district, and has prohibited smoking by all persons on school property. Portions of this Act and policy are enforceable under civil penalty with a fine not to exceed fifty (\$50.00) dollars plus court costs. The discipline to enforce this Act is outlined under Level III Violations in Appendices of this document.

Under Tobacco use Policy No. 222, the Mechanicsburg Area School Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus and on school property. The school district shall initiate a suspension and prosecution of a student who violates the Tobacco Use Policy. After an informal hearing, a student convicted of possessing or using tobacco on school property shall be fined.

**District Medication Policy** (from MASD Policy No. 210, “*Use of Medications*”)

All medication (whether prescribed or non-prescribed) that is brought to school must be taken to the nurse’s office immediately upon arrival to school. If the nurse is not available, the medication is to be taken to the main office. Medication may not be kept in the student’s locker, purse, or on the student’s person, etc. Secondary students may obtain a note from the nurse allowing them to carry and use cough drops during the school day. Inhalers may be carried with permission of the nurse and a doctor’s written order.

Any student who possesses, uses, or distributes any medication (whether prescribed or non-prescribed) is in violation of this policy and is subject to disciplinary action.

Any medication (whether prescribed or non-prescribed) must be in the original package in a sealed envelope accompanied by a note from the parent or guardian giving permission for the medication to be taken in school. The note must have the following information: Student name, name of medication, dosage of medication, time medication is to be taken, name of physician prescribing medication, and date medication is to be given, and the number of pills sent.

Medication that is prescribed by a physician and is to be administered in school on a daily basis must be accompanied by a written order from the physician. Any change in the original order (such as a change in dosage or a discontinuation) requires a new written order from the physician. The student is responsible for reporting to the nurse’s office at the designated time to take the medication. Non-prescription nutritional or herbal supplements will be administered ONLY with a written authorization from a physician.

**Possession/Use of Asthma Inhalers** (from MASD Policy No. 210.1, “*Possession/Use of Asthma Inhalers*”)

The possession/use of asthma inhalers is regulated by a separate policy on asthma inhalers. Before a student may possess or use an asthma inhaler in a school setting, the Board requires a written request from the parent relieving the District and its employees of responsibility and a written statement from the physician setting forth the information prescribed in the Policy. The parents must submit an inhaler self-administer action plan on the form provided by the District. The student is prohibited from sharing the asthma inhaler with other students and must notify the school nurse immediately following each use of an asthma inhaler. Violations of the Policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges. For a complete understanding of the rules regarding asthma inhalers, the parents and student should read Board Policy No. 210.1.

**Position Statement from the School Physicians and Athletic Trainer**

Ergogenic aids are any supplement, food or additive that is thought to improve physical performance and are purchased over the counter. Student-athletes, in an attempt to find the competitive edge, continue to search out and experiment with these products. Ergogenic aids are easily purchased and are in high demand among athletes.

There is no substitute for proper nutrition. The use of ergogenic aids may be harmful as many of these products have little or no data as to their efficacy or side effects. These products come in many forms including but not limited to powders, tablets, capsules, drinks, gum and supplement candy bars. For additional information, student athletes should contact their family physicians.

The Athletic Physicians and Athletic Trainer for the Mechanicsburg Area School District do not endorse or recommend the use of these products in ANY form and strongly oppose the use of any ergogenic aid.

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*As a result of the above advice from the physicians and trainer and because the safety of students is of utmost importance to the Board and Administration, possession or use of an ergogenic aid during school hours without the permission of a parent and unless under the supervision of the school nurse, on school property, at a school-sponsored activity, or on school transportation, will be treated as a violation of the Medication Policy.*

**Drug Abuse** (from MASD Policy No. 227, “Controlled Substances”)

The Board strictly prohibits the use, possession, sale, transfer and intent to sell or transfer of any drug or drug paraphernalia, alcohol or look-alike substances on school property, ~~or~~ at any school-related activities, and during the time spent traveling under the specific circumstance set forth in Policy No. 227. This prohibition will apply to off-campus activity. For the purpose of this section, the following definitions will apply:

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

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

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

**Distributing** - to deliver, sell, pass, give, or share from one person to another, or to aid therein.

**Drug paraphernalia** - any utensil or item that, in the judgment of an administrator, can be associated with the use of drugs, alcohol, mood-altering, or health endangering substances.

Mechanicsburg Area School District considers the possession, use and/or transmission of any of the above substances on school property a serious offense.

First offense violation of use and/or possession of any of the above substances will result in an out-of-school suspension of up to 10 days following an informal hearing, possible police notification, participation in the Student Assistance Team Program and compliance with its recommendations, probation for the student’s remaining days in the District, and suspension from attendance and participation in school athletics and/or activities (as outlined in the Extracurricular Conduct Code).

Evaluation of the offense by the administration will determine if referral to the School Board is appropriate on the first offense. Sale or distribution of a controlled substance and/or the second and subsequent offenses of drug involvement will result in a referral to the Board of School Directors with consideration for expulsion. All violations will be referred to the appropriate police departments for their disposition.

None of the provisions of this policy shall be construed to prohibit or regulate student's use, possession or transportation of medication prescribed for the student by a licensed physician. Students using over the counter and prescription medications are required to follow the District Medication Policy No. 210.

**Student Assistance Programs** (from MASD Policy No. 236, “Student Assistance Program”)

Student Assistance Programs are in place at the middle school and the high school. The program is called STAR which stands for **ST**udents **A**t **R**isk. The major focus of this program is to help students and parents experiencing problems related to drugs, alcohol, and mental health issues to interface with agencies in the community which can provide ongoing counseling assistance. Level IV violations involving substance abuse at the secondary level **require** the student to participate in and successfully complete the Student Assistance Program assessment and any recommended counseling and/or interventions.

At the elementary schools, Educational Support Teams (ESTs), and Guidance Counselors are in place to provide assistance to students and their parents in academic, social, and behavioral areas.

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

**Student Driving and Parking** (from MASD Policy No. 223, “*Use of Bicycles/Motor Vehicles/ Skateboards*”)

Only Mechanicsburg Area High School students are permitted to drive to school. Students will be required to park in designated areas of the parking lot, because on-the-street parking in the immediate vicinity of the school is restricted. Students must complete the required registration, have parent permission, and procure an authorized parking tag. Operators of motor vehicles on the school parking lots and roadways must observe all safety rules and operate vehicles in a safe and reasonable manner. Unsafe or hazardous use of motor vehicles will result in suspension of driving privileges and/or disciplinary action. Driving privileges may also be suspended for outstanding financial and or disciplinary obligation, such as assignment to AEA or OSS, or repeated tardiness to school. Students are not permitted to congregate or sit in parked cars, or loiter in the student parking lot.

Skateboarding on school property is prohibited.

**Care of School Property** (from MASD Policy No. 224, “*Care of School Property*”)

All school property such as books and supplies should be handled with care. If school property is lost or damaged, its replacement cost may be charged to the student if the damage is determined to have been caused by the negligent or intentional acts of the student. The matter may be referred to the police if the act is willful and damage to property is serious or chronic. Furniture and equipment are expensive items and warrant careful use.

The school grounds and equipment will maintain their condition if each individual uses good judgment in using them.

**EXTRACURRICULAR ACTIVITIES**

(from MASD Policy No, 122, “*Extracurricular Activities*”, No. 123, “*Interscholastic Athletics*”)

The Board has adopted an Extracurricular Conduct Code that further regulates participant behavior and outlines universal penalties to be applied to participants in the extracurricular program who are involved in the prohibited use, possession and/or distribution of alcoholic beverages, controlled substances, anabolic steroids, or look-alike drugs.

Parents and students need to be aware that participation in extracurricular activities is a privilege.

The rules outlined in the Extracurricular Conduct Code apply to participants in extracurricular activities on a twenty-four hour basis during the period of participation. A copy of this Extracurricular Conduct Code is distributed to each participant and student and parent verification of understanding will be on file with the District before participation is allowed.

Consequences resulting in the exclusion from school shall include a prohibition for participation in or attendance at any school-sponsored activity during the period of the exclusion. The coach or director of the extracurricular activity may, with approval of the principal, also impose special training rules and reasonable dress requirements that are required for participation in the activity.

**Extracurricular Conduct Code** (from MASD Policy No, 122, “*Extracurricular Activities*”, No. 123, “*Interscholastic Athletics*”)

Mechanicsburg Area School District Drug, Alcohol, Tobacco, and Steroid Policy shall be followed by all students participating in Mechanicsburg Area School District sponsored organizations.

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The Board of School Directors, Administration, Faculty, and Staff of the Mechanicsburg Area School District consider participation in school-sponsored organizations to be a privilege. Students participating in school-sponsored organizations are expected to accept the responsibilities associated with this privilege. As school district representatives who are scrutinized by their peers and the community, students participating in school sponsored organizations are expected to accept a drug, alcohol, tobacco, and steroid-free lifestyle. Possession of Tobacco Products, Use of Tobacco Products, Possession, Use, Transfer, Sale or Aiding in the Procurement of Drugs, Mood-Altering Substances, Alcohol, Anabolic Steroids (except for a valid medical purposes), and Controlled Substances as defined in the Mechanicsburg Area School District Code of Conduct are prohibited by any student. Students who violate this policy shall be subject to: (a.) the disciplinary action listed below (b.) the specific guidelines established by the individual organizations and (c.) the normal disciplinary action outlined in the Mechanicsburg Area School District Drug and Alcohol Policy (d.) mandated referral (except for tobacco incidents) to the Student Assistance Program with successful completion of the assessment and any recommended counseling and/or interventions.

**First Offense:** The student will be removed for a period of 45 school days from participation as a member in any Mechanicsburg Area School District sponsored organization. (Organizations include, but are not limited to, athletic teams, honor societies, student council, key club, debate team, concerts, band, music performances, musical, play, ski club, etc.)

The suspension will be in effect from the conclusion of due process until the end of the 45th consecutive school day. The suspension will be carried into the next school year if the 45th consecutive school day does not occur within the current school year.

**Second Offense:** The student will be removed for a period of one calendar year (starting with the conclusion of due process) from participation as a member in any Mechanicsburg Area School District sponsored organization.

**Use of Anabolic Steroids**

As specified in Sec. 807.3 of Title 35 of the Pennsylvania statutes, the following minimum penalties are prescribed for any student athlete found in violation of the **prohibited use of anabolic steroids**:

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

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists. The Administration may require participation in drug counseling, rehabilitation, testing, or other program as a condition of reinstatement into a school athletic program.

While the administrative staff, coaching staff, advisors and faculty cannot observe students seven days a week/twenty-four hours a day, students are expected to abide by all school regulations. Parents and guardians are obligated and expected to support and enforce these regulations. Any violation brought to the attention of the administration shall be investigated.

Students have the right to due process. During the due process proceedings, if the allegations are found to be factual, the associated penalty shall be imposed.

**Extra-curricular Attendance Rule** (from MASD Policy No, 122, "Extracurricular Activities")

In an effort to stress the importance of academics to all students, the school district has instituted the following attendance rule.

Students involved in extra-curricular activities should be in school the entire day. Students participating in any school-sponsored activity (game, competition, concert, production, etc.) occurring on a school day must be in school by the beginning of first period (8:16 a.m.) of that day. Exceptions to this rule will be a signed note from a doctor; a student has been excused for a doctor's appointment (blue pass), field trip, job-shadowing, post-secondary institution visit, driver's test, funeral; school transportation problems; religious observance or an unavoidable family emergency.

If a student arrives after the beginning of first period, but before 11:00 a.m. and they do not meet the "exceptions to the rule," the following will occur (unless an individual coach/advisor has his/her own rule for his/her team/activity that precludes an athlete/organization member from participation if they arrive to school after 7:55 a.m.):

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**First Offense:** The student will receive a written warning from the coach/advisor with a copy also forwarded to the Athletic Director or Principal's office that will be mailed to the parents and/or guardians (one warning per each sport season or marking period for year-long activities).

**Second Offense and Subsequent Offenses:** The student will not participate in their scheduled school sponsored activity that day or evening.

If a student arrives to school after 11:00 a.m. and they do not meet the "exceptions to the policy", the student will not be allowed to practice or participate in their scheduled school-sponsored activity that day or evening regardless if it is their first or second offense. If a student is sent home by the nurse, they cannot return to practice or participate in their activity that day or evening.

**Sportsmanship** (from MASD Policy No. 123, "*Interscholastic Athletics*")

Extracurricular and athletic activities are an extension of the educational experience that the district chooses to offer. Therefore, student participation is voluntary and is considered a privilege, not a right. Those who choose or are selected must be aware of and follow the Athletic Code of Conduct for the Mechanicsburg Area School District Athletic Program.

The school district promotes good sportsmanship on behalf of all coaches, players, cheerleaders and fans. It is expected that all participants and spectators will add to the overall educational experience by displaying good sportsmanship at all times. Verbal or physical abuse directed towards any player, coach, official, fan, or school staff member will not be tolerated and may result in ejection from the event and/or all subsequent events.

**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

**Student Discipline** (from MASD Policy No 218, "*Student Discipline*")

The Public School Code gives every teacher, assistant principal and principal the right to exercise the same authority as to the conduct and behavior of students in the school during the time they are in attendance, including the time required in going to and from their homes, as parents, guardians and persons in parental relations may exercise over them. A staff member may use reasonable force without warning when it is essential to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; and for the protection of persons or property. Corporal punishment, which is physically punishing a student for an infraction, is prohibited. The State Board regulations define "corporal punishment" as "a form of physical discipline that is intended to cause pain and fear and in which the student is spanked, paddled or hit on any part of the body with a hand or instrument."

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

**Discipline of Students with Disabilities** (from MASD Policy No. 113.1, "*Discipline of Students with Disabilities*")

Students with disabilities who engage in inappropriate behavior, disruptive activities and/or actions injurious to themselves or others shall be disciplined in accordance with their Individual Education Program (IEP), a behavioral support plan and Board policy in compliance with provisions of the Individuals With Disabilities Education Act (IDEA) and state regulations.

**BUILDING RULES AND REGULATIONS**  
(from MASD Policy No. 218, "*Student Discipline*")

**Elementary Schools**

Because of the organizational structure of the elementary classroom, the teacher is basically responsible for

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developing a positive climate for learning within the classroom. Individual class rules will be developed by the teacher and communicated to the students at the beginning of the school year and reinforced throughout the year.

Regularly scheduled parent conferences, as well as parent contact in specific cases, are the primary method of discipline with children of elementary school age. The teacher and parent will develop a plan to attempt to eliminate the source of any misconduct.

In cases of recurring misconduct, the teacher will refer the case to the building principal. The building principal will determine the course of action to be followed in each case, consistent with the provisions of this Code. Efforts to modify behavior may include referral to the clinical psychologist or the appropriate instructional support staff. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, community service, suspension, alternative education, and expulsion.

### **Middle School**

The management of proper student conduct at the middle school level continues the reliance on parent contact and cooperation begun at the elementary level and begins to place more responsibility on the student to understand and obey duly constituted laws, rules and regulations. This bridge in responsibility is consistent with the growth and development of the middle school preadolescent years; the responsibility for misbehavior increases as the youngster proceeds through the middle school.

Minor misbehavior that impedes orderly classroom procedures will be handled by the individual classroom teacher. Options may include verbal reprimand, special assignment, behavioral contracts, withdrawal of privileges, STAR referral, lunch detention, and parent/guardian contact. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, Thursday Night Detention, suspension, alternative education, and expulsion.

### **Senior High School**

The senior high school maintains a structured open environment that relies heavily upon the students' awareness of appropriate behavior and a knowledge and recognition of the types of penalties that will be imposed for violations of the Code of Student Conduct. Students must assume responsibility for their behavior at all times. Minor misbehavior that impedes orderly classroom procedures will be handled by the individual classroom teacher. Options may include verbal reprimand, special assignment, behavioral contracts, withdrawal of privileges, STAR referral, lunch detention, and parent contact. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, Thursday Night Detention, suspension, alternative education, and expulsion.

## **EXPLANATION OF SEVERAL DISCIPLINARY OPTIONS**

(from MASD Policy #218, "*Student Discipline*")

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

**Thursday Night Detention** is provided as a disciplinary option at the Mechanicsburg Area High School. The measure requires assigned students to attend school on selected Thursday nights.

**Alternative Education Assignment** is an administrative disciplinary option, which temporarily removes the student from his/her regular class schedule. The student is assigned to a highly structured, restrictive educational setting for a period of one to ten days. The student's educational progress, supervised by a certified teacher, continues within this setting. Credit is given for classroom work completed. Alternative education is held during regular school hours.

### **Exclusion from School**

**Suspension** - suspension is an administrative disciplinary action that is taken when

1. Milder forms of disciplinary action have been ineffective in correcting the student's behavior;

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2. The student commits a violation found within the Level III or IV classification; or
3. The student represents an immediate danger to him/herself or to the school community.

During the period of the suspension, the student:

1. Must stay at home during regular school hours. Students may **not** go to work or run errands.
2. **May not enter upon school property**--at any hour of the day or night, except with **prior** approval of a school administrator.
3. May **not** attend or participate in any school-sponsored activity--either curricular or extra-curricular.
4. Must complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. Zeroes will be given for any work that is not done.

Privileges that were restricted as a result of the suspension are reinstated the morning following the last day of the suspension.

Suspension is exclusion from school for a period of 1 to 10 consecutive school days. Suspensions can be assigned by the administrator. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Every effort and means will be utilized in an attempt to notify parents of the student on the day the suspension is imposed. The parents will also be notified in writing with a copy forwarded to the superintendent's office.

When the suspension exceeds three school days, the student and the parents will be given the opportunity for an informal hearing before the building administrator. The purpose of this informal hearing is to enable the student and the parent to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is intended to encourage the student's parents to meet with the administrator to discuss ways to avoid future offenses.

**Probation** (from MASD Policy No. 218, "*Student Discipline*")

Probation is a status conferred upon a student by the Board or Superintendent. Probation for the student's remaining days in the School District means that if further disciplinary infractions occur, the student will be subject to a hearing for the purpose of considering expulsion from the District. As part of the rehabilitation process designed to modify student behavior, an action plan approved by the administration may be required with goals and strategies to address inappropriate behavior. Successful completion of the action plan as determined by the administration may lead to a request by the student to have probation removed.

**Expulsion** (from MASD Policy No. 233, "*Suspension and Expulsion*")

Expulsion is exclusion from school imposed by the Board of School Directors for a period exceeding ten consecutive school days, and may be permanent expulsion from the school district. All expulsions require formal hearing before the board of school directors or a duly authorized committee of the board or a hearing examiner who need not be a member of the Board, but whose adjudication must be approved by the Board.

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Students who are less than 17 years of age are subject to the Compulsory School Attendance Laws even though expelled. The initial responsibility for providing the education rests with the student's parent or guardian through placement in another school or through tutoring or through an alternate educational program approved by the district superintendent.

Within thirty days of the action by the Board of School Directors, the parents or guardian shall submit to the district superintendent written evidence that the required education is being provided or outline the attempts that have been made and the reasons for non-compliance. If the parents or guardians are unable to provide the required education, the district then shall make provision for the student's education. If the district's alternate educational program is not complied with, the district may take action in accordance with Chapter 63 of The Juvenile Act (42 PA. C.S. 6301-6308). A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act.

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**Formal Hearing** (from MASD Policy No. 233, “*Suspension and Expulsion*”)

At the formal hearing the following due process requirements are observed:

1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
2. At least 3 days’ notice of the time and place of the hearing. A copy of the expulsion policy, notice that the student may be represented by legal counsel, and the hearing procedures shall be included in the hearing notice.
3. The right to an impartial tribunal.
4. May be represented by counsel, at parents’ expense, and may have a parent or guardian attend.
5. The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on his or her own behalf.
8. A written or audio record must be kept of the hearing. The pupil is entitled, at his or her own expense, to a copy.
9. The proceedings must be held within 15 days of the notification of charges, unless an extension is mutually agreed to. A hearing may be delayed for the following reasons: laboratory reports are need from law enforcement agencies; evaluations or other court or administrative proceedings are pending under the Individuals with Disabilities Act; in cases involving sexual assault or serious bodily injury, delay is necessary due to condition or best interests of the victim.
10. The right to a private hearing unless the student or parent requests a public hearing.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a Constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court. Notice of the right to appeal the results shall be provided with the expulsion decision.

**Waiver of Formal Hearing** (from MASD Policy No. 233, “*Suspensions and Expulsions*”)

The Board delegates to the Superintendent the authority to enter into an expulsion agreement with the parents and student in which the parents/student waive their right to a formal hearing before the Board. Such waiver shall only be granted if the parent/student stipulate to the material facts on which the expulsion recommendation is based, agree to the Superintendent’s expulsion recommendation and, if applicable, to the terms and conditions of probation, if the student is readmitted during the term of the expulsion. Such expulsion agreements are subject to the approval of the Board, which may adopt amendments as part of the approval. In the event the Board refuses to approve the expulsion agreement or the parent(s) refuse(s) to agree to the Board’s modifications, then the Board shall schedule a formal hearing and the student shall be entitled to all rights to a formal hearing and due process under the School Code, State Board regulations and the relevant Board policies.

**GUIDELINES FOR DISCIPLINARY ACTION: ELEMENTARY, MIDDLE AND HIGH SCHOOL**

Improper conduct that disrupts the normal educational process is classified into four categories: Level I Violations, Level II Violations, Level III Violations, and Level IV Violations. To provide consistency in the application of penalties, a guide to the classifications of misbehavior follows. It should be understood that the information in Levels I through IV is intended to serve as a guide and is subject to modification on a case-by-case basis. Administration will determine the appropriate corresponding disciplinary action.

Any violation of this Code may also violate the Extracurricular Conduct Code and be subject to the penalties contained therein.

**Misconduct may fit into Level I, II, III or IV violations depending on the seriousness of the offense.**

**Level I violations** are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher.

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**Level II violations** are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category as well as violations that are defined as Violations of the Attendance Policies of the Commonwealth of Pennsylvania and the Mechanicsburg Area School District. Level II violations are handled by an administrator.

**Level III violations** are those that are serious in nature and may result in discipline that includes an alternative education assignment, suspension and/or expulsion from school. Level III violations are handled by an administrator. Police may be notified depending upon the seriousness of the violation.

**Level IV Violations** are defined as follows:

- A. Any acts whose consequences seriously endanger the health or safety of the individual or others in the school.
- B. Acts which result in violence to another person or his/her property or the property of the school district. Such acts are usually malicious in their motivation or intention and pose a direct threat to the safety of others in the school.
- C. Possession or use of substances banned by school policy.
- D. Persistent disregard of school rules.

Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

**GRADES K-12  
LEVEL I VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Running, throwing items, littering</li> <li>• Excessive talking</li> <li>• Minor horseplay/teasing</li> <li>• Dress Code violation</li> <li>• Consumption of food outside the cafeteria</li> <li>• Late to class</li> <li>• Possession of an unauthorized electronic device</li> <li>• Cafeteria or hall misbehavior</li> <li>• Inappropriate language</li> <li>• Incomplete academic work</li> </ul>	<p>Procedure carried out by classroom teacher</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent contact</li> <li>• Loss of privileges</li> <li>• Change in seating assignment</li> <li>• Referral to Guidance Counselor</li> <li>• Behavior contract</li> <li>• Teacher detention/ loss of recess</li> </ul>

**GRADES K-5  
LEVEL II VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<p>Illegal absence, full or partial day.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> </ul> <p>No credit is given for work missed.</p>

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**GRADES K-5**  
**LEVEL II VIOLATIONS (cont'd)**

**Seriousness of the violation may require initiation of discipline at a higher level.**

<p>Truancy, full or partial day...any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit is given for work missed.</li> <li>• Alternative Education Assignment</li> </ul>
<p>Unexcused or illegal tardiness to school.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit given for work missed.</li> <li>• Parent contact</li> <li>• Persistent violations will result in withdrawal of privileges.</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Gambling</li> <li>• Improper hall behavior</li> <li>• Loitering in lavatories</li> <li>• Minor insubordination/defiance</li> <li>• Dress code violation</li> <li>• Possession of an unauthorized electronic device</li> <li>• Inappropriate language</li> <li>• Cafeteria misbehavior</li> <li>• Minor theft</li> <li>• Verbal Harassment: first offense</li> <li>• Unauthorized solicitation</li> <li>• Rough horseplay</li> <li>• Misuse of pass</li> <li>• Misrepresentation of the truth</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Verbal warning</li> <li>• Social skills instruction</li> <li>• Guidance Counselor/EST referral</li> <li>• Behavior contract</li> <li>• Loss of recess</li> <li>• Withdraw privileges</li> <li>• Stay after school (detention)</li> <li>• Change or alter clothing to comply with dress code</li> <li>• Restitution for all damage or loss if appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus.</li> <li>• Not following assigned route to school (walkers/bikers)</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Bus Conduct Report</li> <li>• Warning</li> <li>• Assigned seat</li> <li>• Social skills instruction</li> <li>• Behavior contract</li> <li>• Loss of recess</li> <li>• Withdraw privileges</li> <li>• Stay after school (detention)</li> </ul>

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**GRADES K-5  
LEVEL III VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Using profane or obscene language/gestures</li> <li>• Repeated or more serious misbehavior in hall</li> <li>• Loitering in lavatories</li> <li>• Being in an unauthorized area of the building</li> <li>• Chronic disruption to the learning environment</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Social skills instruction</li> <li>• Guidance Counselor/EST referral</li> <li>• Behavior contract</li> <li>• Loss of recess</li> <li>• Withdraw privileges</li> <li>• Stay after school</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee.</li> <li>• Theft</li> <li>• Harassment: including physical, repeated verbal harassment of protected categories</li> <li>• Hazing</li> <li>• Threatening another student</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Bullying or Extortion</li> <li>• Persistent violation of Level II or III violations</li> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Disorderly, vicious, or immoral conduct</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Unlawful trespass</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor/EST referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Police notification</li> <li>• Restitution for all damages or loss if appropriate</li> </ul>
<p>Hitting, fighting, assaulting, biting</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Social skills instruction</li> <li>• Behavior contract</li> <li>• Guidance Counselor/EST referral</li> <li>• Loss of recess</li> <li>• Withdraw privileges</li> <li>• Stay after school (detention)</li> <li>• Suspension</li> <li>• Police notification</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor/EST referral</li> <li>• Stay after school (detention)</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• One or more days of bus suspension</li> <li>• Police notification</li> </ul>
Violation of computer, internet access, filtering policy.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Guidance Counselor/EST referral</li> <li>• Denied computer/internet privileges.</li> <li>• Detention</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Police notification</li> </ul>
Possession or use of tobacco	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Guidance Counselor/EST referral</li> <li>• Citation to the District Magistrate for a civil offense carrying a penalty of up to \$50 plus costs (third offense).</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>
Violation of the District Medication Policy	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor/EST referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>

**GRADES K-5  
LEVEL IV VIOLATIONS**

Examples of Violations	Procedure	Disciplinary Options
Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, or “look-alike drugs”. Use or possession of drug paraphernalia.	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Evaluation of offense will determine if referral to the School Board is appropriate on the first offense.</p> <p>Second and subsequent offense – referral for hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/EST referral</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
Sale or distribution of a controlled substance, “look-alike drugs,” alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act.”	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/EST referral</li> </ul>
Possession, use or distribution of a weapon or fireworks.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/EST referral</li> </ul>
<ul style="list-style-type: none"> <li>• Physical assault directed toward a district employee.</li> <li>• Participation in or responsibility for causing willful defacing, damage destruction, or vandalism of school property or of personal property of district employees.</li> <li>• Terrorist or bomb threat</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/EST referral</li> </ul>
Violation of any federal, state, or local law while on school property or at any school event.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s). Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Restitution for all damage or loss if appropriate.</li> <li>• Police notification</li> <li>• Guidance Counselor/EST referral</li> </ul>

**MECHANICSBURG MIDDLE SCHOOL  
LEVEL II VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
Illegal absence, full or partial day – (Student is 16 years of age or younger).	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit will be given for work missed.</li> </ul>
Truancy, full or partial day – any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit is given for work missed.</li> <li>• Detention</li> <li>• Alternative Education Assignment</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
Unexcused or illegal tardiness to school.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit given for work missed.</li> <li>• Parent contact</li> <li>• Persistent violations will result in withdrawal of privileges.</li> <li>• Detention</li> <li>• Alternative Education Assignment</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Improper hall behavior</li> <li>• Loitering in lavatories</li> <li>• Late to class</li> <li>• Misuse of pass</li> <li>• Public display of affection</li> <li>• Consumption of food or beverage outside the cafeteria</li> <li>• Failure to report to or remain in an assigned area</li> <li>• Misrepresentation of the truth</li> <li>• Minor insubordination/defiance</li> <li>• Dress code violation</li> <li>• Possession of an unauthorized electronic device</li> <li>• Inappropriate language</li> <li>• Cafeteria misbehavior</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Unauthorized solicitation</li> <li>• Skateboarding on school property</li> <li>• Verbal Harassment</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Verbal warning</li> <li>• Social skills instruction</li> <li>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdraw privileges</li> <li>• Detention</li> <li>• Change or alter clothing to comply with dress code</li> <li>• Alternative Education Assignment</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus.</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Assigned seat</li> <li>• Social skills instruction</li> <li>• Detention</li> </ul>

**MECHANICSBURG MIDDLE SCHOOL  
LEVEL III VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Using profane or obscene language/gestures</li> <li>• Being in an unauthorized area of the building</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Social skills instruction</li> <li>• Guidance Counselor referral</li> <li>• Behavior contract</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Leaving school grounds without permission</li> <li>• Chronic disruption to the learning environment</li> <li>• Gambling</li> </ul>		<ul style="list-style-type: none"> <li>• Withdraw privileges</li> <li>• Detention</li> <li>• Alternative Education Assignment</li> </ul>
<ul style="list-style-type: none"> <li>• Persistent Level II violations</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee.</li> <li>• Theft</li> <li>• Unlawful Harassment: including repeated verbal or physical, of protected categories</li> <li>• Hazing</li> <li>• Threatening another student</li> <li>• Bullying or Extortion</li> <li>• Persistent violations of school rules</li> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Disorderly, vicious, or immoral conduct</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Unlawful trespass</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• Police notification</li> </ul>
<ul style="list-style-type: none"> <li>• Fighting and/or hitting.</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<p>An evaluation of the incident by the Assistant Principal and/or Principal, including motivation and environment and physical injury, will determine whether detention(s) or suspension for up to ten (10 days) will be assigned.</p> <p>Police notification.</p>
<ul style="list-style-type: none"> <li>• Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver.</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Guidance Counselor referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Removal from the bus for a period of time</li> <li>• Police notification</li> </ul>
<p>Violation of computer, internet access, filtering policy.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Guidance Counselor referral</li> <li>• Denied computer/internet privileges.</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Police notification</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
Possession or use of tobacco products.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Guidance Counselor referral.</li> <li>• Citation to the District Magistrate for a civil offense carrying a penalty of up to \$50 plus costs (third offense).</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>
Violation of the District Medication Policy	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor/EST referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>

**MECHANICSBURG MIDDLE SCHOOL  
LEVEL IV VIOLATION**

Examples of Violations	Procedure	Disciplinary Options
Persistent violations of Level III	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Referral to the School Board for a Hearing.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>
Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, mood-altering substance, or “look-alike drugs”. Use or possession of drug paraphernalia.	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Evaluation of offense will determine if referral to the School Board is appropriate on the first offense.</p> <p>Second and subsequent offense – referral for hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> </ul>
Sale or distribution of a controlled substance, mood-altering substance, “look-alike drugs,” alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act.”	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Referral for hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> </ul>
Possession, use or distribution of a weapon or fireworks.	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Evaluation by the Superintendent with possible Hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Physical assault directed toward a district employee.</li> <li>• Participation in or responsibility for causing willful defacing, damage destruction, or vandalism of school property or of personal property of district employees.</li> <li>• Terrorist or bomb threat</li> </ul>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Evaluation by the Superintendent with possible Hearing before the School Board.</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification.</li> </ul>
<p>Violation of any federal, state, or local law while on school property or at any school event.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>Evaluation by the Superintendent with possible Hearing before the School Board</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• Police Notification</li> </ul>

**MECHANICSBURG AREA HIGH SCHOOL  
LEVEL II VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<p>Illegal absence, full or partial day – (Student is 16 years of age or younger).</p> <p>Unexcused absence, full or partial day – (student is 17 years of age or older and absence not recognized by state law, or authorized by the district).</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit will be given for work missed.</li> </ul>
<p>Truancy, full or partial day – any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit is given for work missed.</li> <li>• Detention</li> <li>• Thursday Night Detention</li> <li>• Alternative Education Assignment</li> </ul>
<p>Unexcused or illegal tardiness to school.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspects of state law shall be enforced.</li> <li>• No credit given for work missed.</li> <li>• Parent contact</li> <li>• Detention</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
		<ul style="list-style-type: none"> <li>• Thursday Night Detention</li> <li>• Alternative Education Assignment</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Improper hall behavior</li> <li>• Misuse of pass/late to class</li> <li>• Public display of affection</li> <li>• Consumption of food or beverage outside the cafeteria</li> <li>• Failure to report to or remain in an assigned area</li> <li>• Misrepresentation of the truth</li> <li>• Loitering in lavatories</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Minor insubordination/defiance</li> <li>• Dress code violation</li> <li>• Possession of an unauthorized electronic device</li> <li>• Inappropriate language</li> <li>• Cafeteria misbehavior</li> <li>• Leaving the building without permission</li> <li>• Skateboarding on school property</li> <li>• Unauthorized solicitation</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Verbal warning</li> <li>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdraw privileges</li> <li>• Detention</li> <li>• Change or alter clothing to comply with dress code</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus.</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Assigned seat</li> <li>• Detention</li> </ul>
<ul style="list-style-type: none"> <li>• Parking in an unauthorized area</li> <li>• Unregistered vehicle</li> </ul>	School police write the fine notice.	<ul style="list-style-type: none"> <li>• Fine</li> <li>• Loss of driving privilege</li> </ul>

**MECHANICSBURG AREA HIGH SCHOOL  
LEVEL III VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Persistent Level II violations</li> <li>• Using profane or obscene language/gestures</li> <li>• Being in an unauthorized area of the building</li> <li>• Leaving school grounds without permission</li> <li>• Chronic disruption to the learning environment</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Restitution for all damage or loss if appropriate.</li> <li>• Police notification</li> </ul>

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Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Harassment: including physical or repeated verbal, of protected category</li> <li>• Hazing</li> <li>• Threatening another student</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Bullying or Extortion</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee.</li> <li>• Disorderly, vicious, illegal or immoral conduct.</li> <li>• Reckless operation of a vehicle on school property</li> <li>• Theft</li> <li>• Gambling</li> <li>• Violation of suspension stipulation(s)</li> <li>• Fighting</li> <li>• Unlawful trespass</li> <li>• Failure to serve assigned detentions/Thursday Night Detention</li> </ul>		
<p>Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Removal from the bus for a period of time</li> <li>• Police notification</li> </ul>
<p>Violation of computer, internet access, filtering policy.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Denied computer/internet privileges.</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Police notification</li> </ul>
<p>Possession or use of tobacco products.</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Guidance Counselor referral.</li> <li>• Citation to the District Magistrate for a civil offense carrying a penalty of up to \$50 plus costs (third offense).</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>
<p>Violation of the District Medication Policy</p>	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor/EST referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>

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**MECHANICSBURG AREA HIGH SCHOOL  
LEVEL IV VIOLATION**

Violations	Procedure	Disciplinary Options
Persistent violations of Level III	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Referral to the School Board for a Hearing.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Guidance Counselor referral</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>
Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, mood-altering substance, or “look-alike drugs”. Use or possession of drug paraphernalia.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation of offense will determine if referral to the School Board is appropriate on the first offense. Second and subsequent offense – referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor referral</li> </ul>
Sale or distribution of a controlled substance, mood-altering substance, “look-alike drugs,” alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act.”	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Referral for hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Referral to the Student Assistance Program (STAR)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor referral</li> </ul>
Possession, use or distribution of a weapon or fireworks.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> </ul>
<ul style="list-style-type: none"> <li>• Physical assault directed toward a district employee.</li> <li>• Participation in or responsibility for causing willful defacing, damage destruction, or vandalism of school property or of personal property of district employees.</li> <li>• Terrorist or bomb threat</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification.</li> </ul>
Violation of any federal, state, or local law while on school property or at any school event.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).  Evaluation by the Superintendent with possible Hearing before the School Board.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Restitution for all damage or loss if appropriate.</li> <li>• Police notification.</li> </ul>

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**ACCEPTABLE USE OF THE COMPUTERS, NETWORK,  
INTERNET, ELECTRONIC COMMUNICATIONS, AND INFORMATION POLICY**  
*(from MASD Policy #815, "Acceptable Use of Internet")*

**Purpose**

The Mechanicsburg School District provides employees, students and guests ("users") with access to the District's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Computers, network, Internet, electronic communications and information systems (collectively "CIS") provide vast, diverse and unique resources. The Board will provide access to the District's CIS for employees and for students in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the Mechanicsburg School District.

For users, the District's CIS must be used primarily for education-related purposes and performance of professional job duties. *Incidental personal use* of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable Mechanicsburg School District policies, procedures and rules contained in this policy, local, state and federal laws. Students may only use the CIS systems for educational purposes. At the same time, employees' and students' personal technology devices brought onto the District's property or suspected to contain District information may be legally accessed to insure compliance with this Policy and other District policies to protect the District's resources, and to comply with the law. Users may not use their personal computers to access the School District's intranet, Internet or any other CIS unless approved by the Technology Coordinator and/or designee.

The Mechanicsburg School District intends to strictly protect its CIS against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these District assets and in lessening the risks that can destroy these important and critical assets. Consequently, guests, employees and students are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Technology Coordinator.

**Authority**

1. Access to the Mechanicsburg School District CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the Mechanicsburg School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The District will cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

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

3. The District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the District operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. Inappropriate matter includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access bona fide research or for another lawful purpose.

4. The District has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any employee's, student's and guest's personal computers, network, Internet, electronic communication systems, and media brought on to District

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*Acceptable Use Policy (cont'd)*

premises or at District events, connected to the District network, containing District programs or District or student data (including images, files, and other information) to insure compliance with this policy and other District policies, to protect the District's resources, and to comply with the law.

5. The District reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

- a. Highest – uses that directly supports the education of the students.
- b. Medium – uses that indirectly benefit the education of the student.
- c. Lowest – uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.
- d. Forbidden – all activities in violation of this policy.

6. The District additionally reserves the right to:

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

**Responsibility**

1. Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in disciplinary actions.

2. Users must become proficient in the use of the District's CIS, and software relevant to the employee's responsibilities and practice proper etiquette, ethical behavior, and agree to the requirements of this policy.

a. Etiquette users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- (1) Be polite. Do not become abrasive in messages to others. General District rules and policies for behavior and communicating apply.
- (2) Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- (3) Do not reveal the personal addresses or telephone numbers of others.
- (4) Recognize that e-mail is not private or confidential.
- (5) Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
- (6) Consider all communications and information accessible via the Internet to be the property of the District.
- (7) Do not order any materials or use credit cards while using the District's computers.
- (8) Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

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*Acceptable Use Policy (cont'd)*

**Delegation of Responsibility**

1. The Technology Coordinator and/or designee will serve as the coordinator to oversee the District's CIS and will work with other regional or state organizations as necessary, to educate employees, approve activities, provide leadership for proper training for all users in the use of the CIS and the requirements of this policy, establish a system to insure adequate supervision of the CIS, maintain executed user agreements, and interpret and enforce this policy.

2. The Technology Coordinator and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, and establish the District's virus protection process.

3. Unless otherwise denied for cause, student access to the CIS resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the District and school district CIS, and to abide by the rules established by the District.

**Guidelines**

1. Access to the CIS

- a. CIS user accounts will be used only by authorized owners of the accounts for authorized purposes.
- b. An account will be made available according to a procedure developed by appropriate District authorities.
- c. CIS. The District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy, as well as other relevant District policies, will govern use of the District's CIS systems for students, employees and guests. Use of the CIS will also be governed by the other relevant District policies, and where applicable, school district policies in which the CIS systems are located.
- d. Types of Services included, but not limited to:
  - (1) World Wide Web. District employees, students, and guests will have access to the Web through the District's CIS as needed.
  - (2) E-Mail. District employees and may be provided assigned individual e-mail accounts for work related, and incidental personal use, as needed.
  - (3) Guest Accounts. Guests, which include but are not limited to, visitors, workshop attendees, volunteers, independent contractors and adult education instructors, may receive an individual Internet account with the approval of the Technology Coordinator and/or designee if there is a specific, District-related purpose requiring such access. Use of the computers, network, and Internet by a guest must be specifically limited to District related purpose. An agreement will be required and parental signature will be required if the guest is a minor and given unsupervised access.
- e. Access to all data on, taken from, or compiled using District computers is subject to inspection and discipline. Users have no right to expect that District information placed on users' personal computers, networks, Internet, and electronic communications systems is beyond the access of the District. The District reserves the right to legally access users' personal equipment for District information.

2. Parental Notification and Responsibility

The District will notify the parents about the District's CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular

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set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District's CIS system. Teachers are responsible for their students' use of the District's CIS systems when the students are under their supervision.

3. District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District's CIS systems will be error-free or without defect. The District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the District, nor is the District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The District shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems. The School District will not be responsible for stolen, damaged, or lost personal devices of students, employees, contractors and guests. The District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the District's CIS systems. In no event shall the District be liable to the user for any damages whether direct, indirect, special or consequential, arising out the use of the CIS systems.

4. Prohibitions

The use of the District's CIS for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS.

These prohibitions are in effect any time District resources are accessed whether on District property, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee, student or guest uses their own equipment.

Students are prohibited from visibly possessing and using their personal computers, as defined in this policy, on District premises and property (including but not limited to, buses and other vehicles), at District events, or through connection to the District's CIS, unless expressed permission has been granted by the technology coordinator or designee, who will then assume the responsibility to supervise the student in its use, or, unless an IEP team determines otherwise, in which case, an employee will supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

a. General Prohibitions

Users are prohibited from using District CIS to:

- (1) Communicate about non-work or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use.
- (2) Access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.
- (3) Access or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
- (4) Cyberbullying another individual.
- (5) Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
- (6) Participate in discussion or news groups that cover inappropriate and/or

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- objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
- (7) Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
  - (8) Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.
  - (9) Facilitate any illegal activity.
  - (10) Communicate through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or no-work related information is expressly prohibited.
  - (11) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable District policies); conduct unauthorized fund raising or advertising on behalf of the District and non-school District organizations; resell of District computer resources to individuals or organizations, who are not related to the District; or use the District's name in any unauthorized manner that would reflect negatively on the District, its employees, or students. Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.
  - (12) Political lobbying.
  - (13) Install, distribute, reproduce or use copyrighted software on District computers, or copy District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
  - (14) Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on District computers is restricted to the Technology Coordinator or designee.
  - (15) Encrypt messages using encryption software that is not authorized by the District from any access point on District equipment or District property. Employees and students must use District approved encryption to protect the confidentiality of sensitive or critical information in the District's approved manner.
  - (16) Access, interfere, possess, or distribute confidential or private information without permission of the School District administration. An example includes accessing other students' accounts to obtain their grades.
  - (17) Violate the privacy or security of electronic information.
  - (18) Use the systems 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 interest.
  - (19) Sending unsolicited commercial electronic mail messages, also known as spam.
  - (20) Posting personal or professional web pages that are not part of the approved District web page solution.
  - (21) Posting anonymous messages.

**b. Access and Security Prohibitions**

Users must immediately notify the Technology Coordinator and/or designee if they have identified a possible security problem. Students, employees, and guests must read, understand, provide signed acknowledgment form and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical information security policies. The following activities related to access to the District's CIS, and are prohibited.

- (1) Misrepresentation (including forgery) of the identity of a sender or source of communication.
- (2) Acquiring or attempting to acquire passwords of others or giving your password to

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another. Users will be held responsible for the result of any misuse of the users' user name or password while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.

- (3) Using or attempting to use computer accounts of others, these actions are illegal.
- (4) Altering a communication originally received from another person or computer with the intent to deceive.
- (5) Using District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for the promotion of or the sale of drugs, alcohol, or weapons, engaging in criminal activity, or being involved in a terroristic threat against any person or property.
- (6) Disabling or circumventing any District security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
- (7) Transmitting electronic communications anonymously or under an alias unless authorized by the Intermediate Unit.

c. Operational Prohibitions

The following operational activities and behaviors are prohibited.

- (1) Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "looking around".
- (2) Altering or attempting to alter files, system security software or the systems without authorization.
- (3) Unauthorized scanning of the CIS systems for security vulnerabilities.
- (4) Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
- (5) Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
- (6) Connecting unauthorized hardware and devices to the CIS such as PDAs, portable gaming systems, laptop computers, USB storage drives (also known as pen drives, flash drives, key drives, jump drives), or any other personal storage device unless first scanned by the technology coordinator or supervising staff member.
- (7) Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.
- (8) Intentionally damaging or destroying the integrity of the District's electronic information.
- (9) Intentionally destroying the District's computer hardware or software.
- (10) Intentionally disrupting the use of the CIS.
- (11) Damaging the District's CIS, networking equipment through the users' negligence or deliberate act.
- (12) Failing to comply with requests from appropriate teachers or District administrators to discontinue activities that threaten the operation or integrity of the CIS.
- (13) Use of audio or video recording devices without first obtaining consent of subject/person to be recorded.

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*Acceptable Use Policy (cont'd)*

5. Content Guidelines

Information electronically published on the District's CIS shall be subject to the following guidelines:

- a. Published documents including but not limited to audio and video clips or conferences, may not include a child's picture, phone number, street address, or box number, name (other than first name) or the names of other family members without parent consent.
- b. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parent consent.
- c. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- d. Documents, web pages and electronic communications, must conform to all District policies and guidelines, including the copyright policy.
- e. Documents to be published on the Internet must be edited and approved according to District procedures before publication.

6. Due Process

- a. The District will cooperate with the Intermediate Unit, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the District's CIS.
- b. If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.
- c. The District may terminate the account privileges by providing notice to the user

7. Search and Seizure

- a. Users' violations of this Policy, any other District policy, or the law may be discovered by routine maintenance and monitoring of the District Network system, or any method stated in this policy, or pursuant to any legal means.
- b. The District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the District's CIS, and other District technology, even when used for personal reasons. Further, the District reserves the right, but not the obligation, to access any personal technology device of users brought onto the District premises or at District events, or connected to the District network, containing District programs or District or student data (including images, files, and other information) to insure compliance with this policy and other District policies, to protect the District resources, and to comply with the law.
- c. Everything that users place in their personal files should be written as if a third party will review it.

8. Copyright Infringement and Plagiarism

- a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyright, request permission when appropriate, and comply with license agreements and employees will respect and comply as well.
- b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The District does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.
- c. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted

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*Acceptable Use Policy (cont'd)*

software or files for use on the District computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.

- d. District guidelines on copyright and plagiarism will govern use of material accessed through the District's CIS. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

9. Selection of Material

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

10. District Web Site

- a. The District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the District under the direction of the Technology Coordinator and/or designee. Web Site creation and content must be approved through the Technology Coordinator or designee.

11. Safety & Privacy

- a. To the extent legally required, users of the District's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the Technology Coordinator and/or designee.
- b. Users will not post personal contact information about themselves or other people on the CIS. The user may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use District or personnel employee technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees.
- c. Student users will agree not to meet with someone they have met online unless they have parent consent.

12. Consequences for Inappropriate, Unauthorized and Illegal Use

- a. General rules for behavior, ethics, and communications apply when using the CIS and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the CIS may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions, dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant District policies.
- b. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.
- c. Violations as described in this policy may be reported to the Technology Coordinator. The District will cooperate to the extent legally required with authorities in all such investigations.
- d. Vandalism will result in cancellation of access to the District's, CIS and resources and is subject to disciplinary action.

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*Acceptable Use Policy (cont'd)*

APPENDIX 1 –Definitions of Terms used in Policy

1. Access to the Internet – A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.

2. Child Pornography – Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

3. Computer – Includes any District owned, leased or licensed or employee, student and guest owned personal hardware, software, or other technology used on District premises or at District events, or connected to the District network, containing District programs or District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, District, employee, students and guest: desktop, notebook, tablet PC or laptop computers, printers, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global position system (GPS) equipment; personal digital assistants (PDAs); cell phones, with or without Internet access and/or recording and/or camera and other capabilities, mobile phones, or wireless devices; two-way radios/telephones; portable gaming devices; laser pointers, and any other such technology developed.

4. Electronic Communications Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras, and other capabilities.

5. Educational Purpose – Includes use of the CIS for classroom for classroom activities, professional or career development, and to support the District's curriculum, policy and mission statement.

6. Harmful to Minors – Any picture, image, graphic image file or other visual depictions that taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

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

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*Acceptable Use Policy (cont'd)*

8. Minor – For purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean the age of minority as defined in the relevant law.

9. Network – A system that links two or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software, and other computers and/or networks to which the District network may be connected, such as the Internet, the Internet2, or those of other institutions.

10. Obscene – Analysis of the material meets the following elements. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.

11. Technology Protection Measure(s) – A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

12. Visual Depictions – Undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words.