

**10500 STUDENT DISCIPLINE****10510 Discipline Code**

1. In order to provide a safe and effective learning environment the District must maintain discipline in the face of student misconduct. This policy is intended to provide a general outline and code for the manner in which discipline will be handled. The student is reminded that this Discipline Policy does not stand alone. Other District policy sections also relate to student conduct including, but not limited to the Student Search Policy and the Co-Curricular Activities Policy.
2. **SCOPE OF THIS DISCIPLINE CODE**

This code will govern any circumstance or action that has impact upon the District, its employees or students, or the educational process of the District. That means this code will govern behavior and circumstances that occur during school or school related activities, on District property, and during a student's transit to or from school. Additionally, this policy may apply outside of school property or school related activities if there is misconduct that has a direct and immediate tendency to influence the conduct of other people while in the school room, to set at naught the proper discipline of the school, or to impair the authority of the District's employees. (Examples of this would be insubordination to a teacher at a restaurant or intentional infliction of damage to a teacher's house.)

This code gives a general description as to consequences that the District will impose through its system of discipline. The student should be aware that in addition to the consequences of this code the student may also be subject to criminal prosecution for misconduct that rises to the criminal level.
3. **HOW TO UNDERSTAND THIS CODE**

Described in the paragraphs below are general categories of misconduct. For the most part these categories are described in one or two words; the categories are intended to be very general in nature and broad in their scope. When a student is

1  
2 disciplined for misconduct the consequence of the misconduct will  
3 usually be the consequence(s) set forth in numerical order under  
4 the applicable general category. When more than one category  
5 applies the District may impose discipline under the category or  
6 categories it believes most applicable.  
7

8 The discipline outline herein will be carried out in accordance with  
9 the laws of Pennsylvania. However, this code cannot anticipate  
10 every possible circumstance or type of misconduct. Therefore, this  
11 code is intended to serve as a general guide applicable to most,  
12 but not all situations. Greater or lesser discipline, alternative  
13 referrals or other alternatives or action not necessarily set forth  
14 herein may be taken or imposed depending upon the  
15 circumstance of the infraction.  
16

17 The student must be aware that the District cannot police every  
18 instance of misconduct. Because the District does not impose  
19 discipline upon a student for misconduct is no reason to believe  
20 that the District will not impose discipline for the same  
21 misconduct the next time it occurs. When two or more students  
22 are involved in misconduct the fact that the District does not  
23 impose discipline upon one of those students is no reason to  
24 believe that the District will not impose discipline upon the other  
25 student(s).  
26

27 In addition to the discipline described below the student is advised  
28 that the District may also confiscate any items used in association  
29 with misconduct (such as tobacco, cheat sheets, weapons,  
30 diskettes, beepers, telephone, alcohol, etc.).  
31

32 From time to time the consequences listed below include the  
33 phrase "or other disciplinary action." That phrase is intended to  
34 include suspension, expulsion or referral to the hearing officer.  
35 Other disciplinary measures such as detention may be substituted  
36 for and/or added to the consequences described below at the  
37 discretion of the building Administrator.  
38

39 Special education students will be disciplined under this policy  
40 subject to the requirements of State and Federal guidelines.  
41  
42  
43  
44  
45  
46

1 4. MISCONDUCT GOVERNED BY THIS POLICY

2  
3 A. ASSIGNMENT CUTS

4 1. Assignment Cut (class, study hall, lunch, etc.)

5  
6 ..... #1 Offense - conference and/or disciplinary action

7 ..... #2 Offense - 1 day suspension

8 ..... #3 Offense - 2 days suspension

9 ..... #4 Offense - 3 days suspension

10 #5 Offense - 3 to 10 days suspension and referral to  
11 the hearing officer for further discipline

12  
13 2. Assignment Cut (2 or more assignments, truancy, or  
14 skipping school)

15 ..... #1 Offense - 1 day suspension

16 ..... #2 Offense - 2 days suspension

17 ..... #3 Offense - 3 days suspension

18 #4 Offense - 3 to 10 days suspension and referral to  
19 the hearing officer for further discipline

20  
21 B. INSUBORDINATION - DISRESPECT

22  
23 ..... #1 Offense - 1 to 3 days suspension

24 ..... #2 Offense - 1 to 10 days suspension

25 ..... #3 Offense - 3 to 10 days suspension and referral to  
26 the hearing officer for further discipline

27  
28 Any act of disrespect by a student towards a District  
29 employee or an affiliate of the District, or towards any such  
30 person's property which occurs at any time and which is  
31 linked to that individual's association with the District will  
32 be subject to disciplinary action according to this  
33 subsection.

34  
35 C. DISRUPTIVE BEHAVIOR

36  
37 ..... #1 Offense - conference and/or other disciplinary  
38 action

39 ..... #2 Offense - 1 day suspension

40 ..... #3 Offense - 2 days suspension

41 ..... #4 Offense - 3 days suspension

42 ..... #5 Offense - 3 to 10 days suspension and referral to  
43 the hearing officer for further discipline

1 D. USE OR POSSESSION OF TOBACCO (SNUFF, CIGARETTES, ETC.)  
2 ON YOUR PERSON, IN YOUR POSSESSION OR IN YOUR LOCKER)

3  
4 ..... #1 Offense - 1 day suspension

5 ..... #2 Offense - 3 days suspension

6 ..... #3 Offense - 3 to 10 days suspension and referral to  
7 the hearing officer for further discipline  
8

9 E. ALCOHOL AND DRUGS

10  
11 Students are prohibited from using, being under the influence of,  
12 possessing or transporting, or dispensing (by sale or gift) any of the  
13 following at any school or school related activity, or while in transit  
14 to and from school or school related activity, or in any way that  
15 directly impacts the discipline or authority of the school:  
16

- 17 1. Alcoholic or Malt Beverage
- 18 2. Any substance regarded as controlled or illegal under the laws of
- 19 the Commonwealth of Pennsylvania.
- 20 3. Any look alike substance intended to mimic any substance
- 21 described in the preceding sentence.
- 22 4. Any mechanical device (such as pot pipe, syringe or needle)
- 23 capable of utilization for taking any substance regarded as
- 24 controlled or illegal.
- 25 5. Any other medication (prescription or non-prescription)
- 26 possessed or used without parents or guardians consent.
- 27 6. Any other substance capable of causing or taken for the purpose
- 28 of achieving a "high" or other altered state.  
29

30 Additionally students who, with their parents or guardians consent  
31 are in proper possession of non-prescription or prescription  
32 medications for a legitimate health concern are prohibited from  
33 dispensing that non-prescription or prescription medication to any  
34 other student or person at any school or school related activity, or  
35 while in transit to and from school, or in any way that directly  
36 impacts the discipline or authority of the school.  
37

38 Students in proper possession of prescription or non-prescription  
39 medication must, at the earliest opportunity, advise the building  
40 Administrator or nurse (or in the case of a co-curricular event, the  
41 Administrator or employee in charge) of the medication and must  
42 follow the instructions of the Administrator/nurse/employee with  
43 regard to the possession/care of that medication.

Any violation of this section will result in notification of parents or guardians. For any violation of this section concerning usage, being under the influence, possession or transportation of alcohol or drugs, a student will receive a three to ten day suspension and be referred to the hearing officer for further discipline including expulsion from school as the most likely consequence. For any violation of this section concerning dispensing of alcohol or drugs a student will receive a three to ten day suspension and be referred to the hearing officer for further discipline including expulsion from school for a period of not less than one year as the most likely consequence. A parent conference is required. Help will be provided through the mandated appointment(s) with a school designated drug counselor or referral to an appropriate drug and alcohol program.

F.     FIGHTING

- ..... #1 Offense - 1 to 3 days suspension
- ..... #2 Offense - 1 to 3 days suspension
- ..... #3 Offense - 3 to 10 days suspension
- ..... #4 Offense - 3 to 10 days suspension and referral to the hearing officer for further discipline

G.     POSSESSION OF A WEAPON\* (knife, gun, martial arts items, explosives, etc.)

- 1) Weapon defined: "Weapon" for the purpose of this policy "shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle or any other tool, instrument, or implement capable of inflicting personal bodily injury." \*
- 2) Discipline defined - The District "shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto, is in possession of, or uses a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity." \*
- 3) The provisions of this policy "shall not apply to the following:
  - a. A weapon being used as a part of a program by a school or by an individual who is participating in the program; or
  - b. A weapon that is unloaded and is possessed by an individual while transversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities."
- 4) \*Procedure: All provisions of Act 26 of 1995 will be applicable in the administration of this policy.

\*Legal Reference:                      Act 26 of 1995

**Page 6    10510   Discipline Code**

H.    TARDINESS TO AN ASSIGNMENT (class, study hall, lunch,  
etc.)

- ..... #1 Offense - Teacher records tardy and counsels student.
- ..... #2 Offense - Teacher records tardy and counsels student. Teacher initiates a warning letter to the parent with a building Administrator co-signing the letter.
- ..... #3 Offense - Teacher refers student to the guidance counselor/building Administrator who initiates a letter to the parents.
- ..... #4 Offense - Teacher refers matter to the building Administrator. Appropriate disciplinary action to be taken at the discretion of the building Administrator. If tardiness persists, referral may be made to the hearing officer for further discipline.

I.    FORGERY OF A SIGNATURE OR ALTERATION OF A DOCUMENT

- ..... #1 Offense - conference and/or other disciplinary action
- ..... #2 Offense - 1 to 3 days suspension
- ..... #3 Offense - 3 to 10 days suspension
- ..... #4 Offense - 3 to 10 days suspension and referral to the hearing officer for further discipline

J.    STEALING OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS

- ..... #1 Offense - conference and up to 3 days suspension
  - ..... #2 Offense - 1 to 10 days suspension
  - ..... #3 Offense - 3 to 10 days suspension
  - ..... #4 Offense - 3 to 10 days suspension and referral to the hearing officer for further discipline
- Restitution must be made in each case.

K.    STUDENT HARASSMENT/BULLYING

- ..... #1 Offense - conference and/or other disciplinary action
- ..... #2 Offense - 1 to 10 days suspension
- ..... #3 Offense - 2 to 10 days suspension
- ..... #4 Offense - 3 to 10 days suspension
- ..... #5 Offense - 3 to 10 days suspension and referral to the hearing officer for further discipline

**Page 7    10510   Discipline Code**

1 L. FAILURE TO BRING AN EXCUSE TO SCHOOL WITHIN 3 DAYS  
2 OF ABSENCE  
3

- 4 1) Such absences will be recorded as unexcused and/or  
5 illegal. All work missed by a student is to be completed. It  
6 will be the decision of the building Administrator as to  
7 whether the student will receive credit for the completed  
8 work.  
9 2) In certain circumstances the building Administrator may  
10 grant an extension of time for an excuse to be brought in.  
11 3) If the situation regarding the "failure to bring excuses"  
12 becomes excessive, the building Administrator may refer  
13 the student to the hearing officer for further discipline.  
14

15 M. DEFACING OR DAMAGING SCHOOL PROPERTY **OR**  
16 **PROPERTY OF ANOTHER**  
17

18 1 to 10 days suspension. Possible referral to the hearing officer  
19 for further discipline where there has been intentional,  
20 negligent, or careless defacing, damaging or desecration of  
21 ~~school~~ property by a student. In addition to the foregoing, the  
22 building Administrator **or hearing officer** may impose upon  
23 the student the responsibility of reimbursing the ~~District~~ **owner**  
24 for the cost of repair or replacement of the property ~~damage~~  
25 **damaged**.  
26

27 N. UNAUTHORIZED OR IMPROPER USE OF A MOTOR VEHICLE  
28

- 29 ..... #1 Offense - Loss of driving privileges for 10 to 30 school  
30 days.  
31 ..... #2 Offense - 1 day suspension + loss of driving privileges  
32 for 30 school days.  
33 ..... #3 Offense - 3 days suspension + loss of driving  
34 privileges remainder of school year.  
35

36 O. BEHAVIOR ON SCHOOL TRANSPORTATION (MINOR  
37 OFFENSE)  
38

39 Students must sit in assigned seats facing forward; student  
40 must follow driver's instruction and must refrain from pushing,  
41 hitting, creating unreasonable noise or distractions, opening  
42 windows against the driver's orders, placing hands or body out  
43 of window, harassment of persons outside the vehicle or  
44 similar offenses that pose a hazard to the safety/welfare of  
45 other students, the driver, or persons outside the vehicle.  
46

- ..... First Offense - Warning and parent will be notified
- ..... Second Offense - One day suspension of riding privileges
- ..... Third Offense - Three day suspension of riding privileges
- ..... Fourth Offense - Fifteen day suspension of riding privileges
- ..... Fifth Offense - Suspension of riding privileges for the balance of the school year. (A review of the case will take place after 30 school days and will include a meeting with the building Administrator, parents, student and driver.)\*\*

P. BEHAVIOR ON SCHOOL TRANSPORTATION (MAJOR OFFENSE)

Students shall refrain from fighting, damaging the vehicle, throwing objects out windows, opening any exit doors or similar offenses that pose the threat of serious danger to the safety and welfare of students, the driver or persons outside of the vehicle.

- ..... First Offense - Suspension of riding privileges for 3 to 30 days.
- ..... Second Offense - Suspension of riding privileges for a minimum 30 days. (A review of the case will take place after 10 school days and will include a meeting with the building Administrator, parents, and driver.)\*\*
- ..... Third Offense - Suspension of riding privileges for the remainder of the school year. (A review of the case will take place after 30 school days and will include a meeting with the building Administrator, parents, and driver.)\*\*

Students will be held responsible for damages to any school bus.

\*\*The review meeting will be an opportunity for student, parents, driver, and the building Administrator to discuss the suspension. If the review reveals that the student/parents have developed an understanding of acceptable behavior, reinstatement of bus riding privileges could result. It will be the responsibility of the parent to contact their child's building Administrator to schedule the review meeting.

Q. MISCELLANEOUS INAPPROPRIATE BEHAVIOR

Any student who engages in inappropriate behavior, not otherwise specifically addressed in this code, including but not limited to self-destructive behavior, behavior that may be harmful to others or the property of others, or other behavior which negatively reflects the values of this discipline code or the philosophy, goals and aims of the District, will be subject to suspension or other disciplinary action. The discipline may include action by the building Administrator as well as a possible referral to the hearing officer for further discipline.

R. TRANSFER STUDENT, SUSPENDED, EXPELLED, IN ALTERNATIVE EDUCATION OR OTHERWISE UNDER DISCIPLINE FROM ANOTHER SCHOOL DISTRICT

Students transferring into the District who are under discipline from their previous school district or were in a discipline based alternative program in their previous district will be placed in the District's Alternative Education Program or will be otherwise disciplined in the manner utilized by the District that most closely approximates the discipline imposed by the previous district. The decision for placement/discipline will initially be made by the building Administrator. Students who wish to appeal this placement/discipline can have their case heard by the District's hearing officer by written request which must be submitted to the District within 7 calendar days of the building Administrator's placement/discipline decision.

Students transferring into the District who are pending adjudication in their previous school district are required to notify the District of the adjudication result via a copy of the official adjudication report; based upon that report, the District will implement placement/discipline as set forth above.

S. CAUSING A MAJOR DISRUPTION

It is a violation of this Code to participate in any plan or act, which leads to a major disruption of the school routine by interrupting school or a school-related activity, or by placing groups of students or school personnel in danger or distress. Examples may include but are not limited to the setting off of a fire alarm, making a bomb threat, setting

fire to a building, or engaging in the planning for such activities. Any violation of this Section will result in a three (3) to ten (10)

1 day suspension. The student will be referred to the Hearing  
2 Officer for further discipline, including expulsion from school  
3 for a period of not less than one (1) year as the most likely  
4 consequence. In considering whether an expulsion will be  
5 imposed, and, if so, the length, the Hearing Officer is to  
6 consider, among other factors deemed relevant by the Hearing  
7 Officer, the age of the student, the forethought, and the actual  
8 disruption to the school environment.

9  
10 **T. INVASION OF PRIVACY**

11  
12 **Students should refrain from unreasonable intrusions**  
13 **concerning the privacy of District employees, other**  
14 **students or third parties. Invasions of privacy can include**  
15 **(but are not limited to) casting another in a false light,**  
16 **creating unwarranted publicity about another, obtaining**  
17 **information about or images of another via inappropriate**  
18 **means, or tampering with information concerning another.**

19  
20 Adoption Date - August 12, 2002

21 Revision Date June 13, 2005

22 ~~Practice~~

23 Legal Reference -