

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.
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42
43
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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
44

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

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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

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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 property by a student. In addition to the foregoing, the
22 building Administrator or hearing officer may impose upon the
23 student the responsibility of reimbursing the owner for the cost
24 of repair or replacement of the property damaged.
25

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

- 28 #1 Offense - Loss of driving privileges for 10 to 30 school
29 days.
30 #2 Offense - 1 day suspension + loss of driving privileges
31 for 30 school days.
32 #3 Offense - 3 days suspension + loss of driving
33 privileges remainder of school year.
34

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

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

- 1 First Offense - Warning and parent will be notified
2 Second Offense - One day suspension of riding
3 privileges
4 Third Offense - Three day suspension of riding privileges
5 Fourth Offense - Fifteen day suspension of riding
6 privileges
7 Fifth Offense - Suspension of riding privileges for the
8 balance of the school year. (A review of the case will
9 take place after 30 school days and will include a
10 meeting with the building Administrator, parents,
11 student and driver.)**
12

13 P. BEHAVIOR ON SCHOOL TRANSPORTATION (MAJOR
14 OFFENSE)
15

16 Students shall refrain from fighting, damaging the vehicle,
17 throwing objects out windows, opening any exit doors or
18 similar offenses that pose the threat of serious danger to the
19 safety and welfare of students, the driver or persons outside of
20 the vehicle.
21

- 22 First Offense - Suspension of riding privileges for 3 to 30
23 days.
24 Second Offense - Suspension of riding privileges for a
25 minimum 30 days. (A review of the case will take place
26 after 10 school days and will include a meeting with the
27 building Administrator, parents, and driver.)**
28 Third Offense - Suspension of riding privileges for the
29 remainder of the school year. (A review of the case will
30 take place after 30 school days and will include a
31 meeting with the building Administrator, parents, and
32 driver.)**
33

34 Students will be held responsible for damages to any school
35 bus.
36

37 **The review meeting will be an opportunity for student,
38 parents, driver, and the building Administrator to discuss the
39 suspension. If the review reveals that the student/parents
40 have developed an understanding of acceptable behavior,
41 reinstatement of bus riding privileges could result. It will be
42 the responsibility of the parent to contact their child's building
43 Administrator to schedule the review meeting.
44

48 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
23 Legal Reference -
24
25
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27 JHS/kk – JHD/rjf