

# **McGuffey School District**

## **Code of Student Conduct 2010-2011**

**Revised and Board Approved July 15, 2010**

## **McGuffey School District Code of Student Conduct**

### **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 disruption. The McGuffey School District Code of Student Conduct is intended to promote a safe and orderly school environment aligned with the District's vision and mission statements.

### **MISSION STATEMENT**

In a cooperative effort with the community, the mission of the McGuffey School District is to be an educational leader by enabling students to reach their full potential through the acquisition and application of knowledge and life skills.

### **VISION**

A progressive district ensuring success through excellence.

### **SHARED VALUES**

Education is a shared responsibility. Achievement requires the commitment and participation of staff, students, family, and community.

- All students can learn. All students have potential that can be developed.
- Rates of learning vary. The time required for mastery has no bearing on the value of the learner.
- All students have unique skills and talents. Individual abilities must be identified and nurtured.
- High self-esteem enhances success. People develop best through sincere praise and validation.
- School climate contributes to achievement. Learning occurs best in an environment of mutual respect.
- High expectations for success must be the norm. Failure only occurs when one stops trying.
- Trust is vital. Trust bonds staff, students, family, and community.
- Cooperation is essential. Learning experiences must encourage and teach skills which develop a cooperative attitude.

- Optimism is critical. Optimism about people, education, and the future serves all of us best.
- School attendance is valued by the school district and parents.
- The schools serve as a community hub for education, athletic, entertainment and civic activities.
- Continuing professional development of the school district staff is essential.

## **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 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 MSD 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 McGuffey School District between the ages of 5 (before September 1<sup>st</sup>) 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. However, once a student is enrolled, the student must abide by the Compulsory Attendance Laws. A student may not be excluded from school or 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 McGuffey 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 school 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 school days may be subject to fines. Students 17 years of age or older who have accumulated more than three unexcused absences may be disciplined. After 10 days of absence, a doctor's excuse may be required. Parents will be notified by letter from the Home and School Visitor.

### **Educational Environment**

The McGuffey 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 teacher, counselor, or an administrator. 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 a reasonable forecast of substantial disruption and/or material interference with the rights of other students or school operations.

## 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 McGuffey 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, and school offices. 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.

## EXPECTATIONS FOR STUDENT CONDUCT

### **Student Rights and Responsibilities** (from MSD 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 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 McGuffey 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 MSD 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 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. Flagrant or repeated violations of the dress code will result in the assignment of more serious discipline.

The rules that follow 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.

### **Dress Code for Secondary Students**

Clothing must meet the school's standards of safety, decency, and health and must not be overly distracting or immodest. Failure to comply will result in administrative action.

#### **Shoes:**

1. Must be worn at all times
2. No sandals will be permitted in shop areas
3. No slippers will be permitted

#### **Shirts/Tops/Coats:**

1. Upper body must be covered at all times
2. No tank tops, suggestive T-shirts, bare midriffs, mesh see through shirts, or exposed undergarments, etc. will be permitted.
3. No shirts displaying alcohol, drug, and tobacco products or shirts disruptive to the educational process will be permitted in school.
4. No long coats are to be worn during school hours including (topcoats, trenchcoats, raincoats, dusters, etc.)

#### **Shorts/Pants:**

1. No short shorts, indecent, or unsafe shorts or pants will be permitted.
2. Pants are to be worn so that underclothes are not visible

#### **Hats/Sunglasses:**

1. No student will be permitted to wear a hat or a bandanna while in school. Failure to comply will result in confiscation of hat on first offense and a warning. Further disciplinary action will be taken by the administration on subsequent offenses.
2. Hats must be kept in the student's locker if brought into school.
3. Sunglasses are not permitted to be worn while in school.

### **Miscellaneous:**

1. No clothing, jewelry, or attire displaying words, symbols, or pictures using profanity or having sexual overtones.
2. Students have the responsibility to keep themselves, their clothes, and hair clean. Students found consistently unclean can be excluded from school until the problem has been remedied.
3. Teachers or administrators have the right to have these individuals checked for cleanliness at their discretion by the school nurse so that removal from school could be justified until the individual meets proper health standards.
4. These are only minimum standards. Any activity advisor has the prerogative to set up additional standards for that activity. These standards must be submitted prior to the activity for board approval.

### **Dress Code for Elementary Schools**

Students should keep themselves and their clothing clean. They should dress in good taste as to not interrupt the educational process. Please be sure that your child respects the following dress code:

1. No flip-flop sandals
2. Platform shoes should be no higher than one (1) inch
3. Shoes with hidden skates are not to be worn
4. No "spaghetti" strap shirts/loose fitting tank tops
5. Stomach area may not be exposed
6. No short shorts – shorts must be no shorter than the end of fingertips when extended down leg
7. Extremely tight clothes are not permitted
8. Extremely baggy pants are not permitted
9. Pants are to be worn so that underclothes are not visible
10. Halter tops are not permitted
11. Shirts with inappropriate pictures or words are not to be worn

### **Bus Conduct** (from MSD 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 bus used by McGuffey School District.

Students may be subject to being videotaped on the school bus at any time, including the activity bus and athletic, band, chorus and field trip travel.

### Basic Rules for Safe Bus Riding

1. Be at the bus stop on time at home and at school.
2. Do not stand on the bus while it is in motion. Keep arms and hands inside the bus.
3. Students are to get on or off the bus only at assigned stops. Exceptions to this rule will be honored in a note from school or when being met by parents.
1. Horseplay, fighting, throwing objects on or off the bus, or talking above a normal tone of voice will not be permitted.
2. Profanity, smoking, spitting, playing with matches, or conduct offensive to others will not be tolerated.
3. No eating or drinking while on board the bus will be permitted. Waste materials are to be placed in receptacles at the front of the bus and not on the floor.
4. Do not tamper with any bus equipment. Damages done by malicious mischief will be paid for by the offender(s).
5. Keep objects out of the aisle. Any objects that do not fit comfortably on students lap or under the seat must be transported to or from school by other means.
6. Above all, treat others as you would like to be treated.
7. Students must follow all instructions issued by the bus driver.

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

## BEHAVIOR MANAGEMENT

### **Searches** (from MSD 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. 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 MSD 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 and/or material interference with the rights of other students or school operations.

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 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: McGuffey High School Stadium and in the parking lots as well as other facilities/parking areas for such events as the prom, etc.

**Weapons** (from MSD 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 policy 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), pepper spray/mace or other chemical agents, and any other tools or instruments capable of inflicting serious bodily harm and replicas of the foregoing.

**Hazing** (from MSD 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 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 MSD 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 teachers, counselors, or 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.

**Door to Door Provision** (from MSD 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 MSD Policy No. 237, "*Use of Beepers/Paging 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. Students are not permitted to have radios, MP3 Players, CD Players, tape players, paging devices/beepers, digital cameras or similar electronic equipment in school. Laser devices are also not permitted in the building. Such equipment will be confiscated and turned over to the administration. Cell phones are not to be used during school hours. Students with cell phones must turn them off during the school day. Failure to comply with this policy will result in confiscation of the phone. If an electronic device is utilized in a violation of the Student Code of Conduct, it may result in citations and/or charges being filed with legal authorities.

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 MSD 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 property owned by, leased by, and under the control of the McGuffey School District. To protect the health of the future citizens and to provide role models for the youth of the district, the McGuffey School District has enacted by resolution a smoke-free environment for all district facilities, and has prohibited smoking by all persons on school property. Portions of this Act and policy are enforceable under civil penalty with a fine plus court costs. The discipline to enforce this Act is outlined under Level III Violations of this document.

Under Tobacco use Policy No. 222, the McGuffey 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 MSD Policy No. 210, *"Use of Medications"*)

All medication (whether prescribed or non-prescribed), that is brought to school by a parent/guardian/designated adult, must be taken to the nurse's office. If the nurse is not available, the medication is to be taken to the principal's office. Medication may not be kept in the student's locker, purse, or on the student's person, etc. 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 physician's order and 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, reason for the medication, 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 MSD 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.

**Drug Abuse** (from MSD 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.

McGuffey 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, the student being placed on “bad standing”, and suspension from attendance and participation in school athletics and/or activities.

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 McGuffey School District Chief of Police 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.

### **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 programs 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.

### **Student Assistance Programs** (from MSD Policy No. 236.1, “*Student Assistance Program*”)

Student Assistance Programs are in place at the elementary schools, middle school and the high school. The program is called SAP which stands for Student Assistance Program. The major

focus of this program is to help students and parents experiencing problems related to educational barriers, 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, SAP teams, and guidance counselors are in place to provide assistance to students and their parents in academic, social, and behavioral areas. 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, unless immediate treatment appears necessary. If medical treatment appears necessary, the parents will be notified immediately.

### **Student Driving and Parking**

Only McGuffey High School students are permitted to drive to school. High School students are permitted to drive cars to school provided the following conditions are met:

1. Students must possess a driver's license, a certificate of ownership, and liability insurance.
2. A parking permit must be obtained from the school police officer. This permit must be placed in the appropriate section of the automobile, and displayed each time the vehicle is parked on school grounds.
3. Failure to display parking permit may result in loss of driving privileges.
4. There will be a set number of permits distributed each year. Seniors will be permitted to obtain parking permits first, followed by Juniors. Once all parking spaces have been assigned, no other students will be given a parking pass.
1. All student parking must be completely within the designated student parking areas.
6. To prevent accidents, the school speed limit of fifteen (15) mph must be observed.
7. Students are not permitted in their vehicles during school hours.
8. Students driving must enter the building as soon as their vehicles are parked. Remaining in cars may result in revocation of driving privileges.
9. If an automobile is used during an illegal absence, the student owning the vehicle may lose his or her driving privileges. The student cannot have any other person drive his or her vehicle on the school grounds.
10. Any improper vehicular use will automatically result in revocation of driving privileges.
11. Students are not permitted to have their cars on school property before 7:40 a.m during the school day.
12. Students are not permitted to drive to Western Area Career and Technology Center (WACTC) unless permission is granted from WACTC and McGuffey

- High School administration. Suspension and/or loss of driving privileges will result if students do not follow the proper procedures.
13. Driving privileges may be revoked for students receiving in-school or out of school suspension.
  14. Driving privileges may also be revoked for outstanding financial obligations or repeated tardiness to school.

**Care of School Property** (from MSD 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 MSD Policy No, 122, *"Extracurricular Activities"*, No. 123, *"Interscholastic Athletics"*, 122.2, *Non-athletic Extracurricular Activity and Club Eligibility"*)

Students involved in extracurricular activities and interscholastic athletics are expected to follow all rules and regulations contained in the Student Code of Conduct which also regulates student conduct during off campus activities.

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

Student eligibility for extracurricular activities and interscholastic sports are regulated by McGuffey School District Policies 122.2 and 123.

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.

**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

**Student Discipline** (from MSD 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 a reasonable forecast of substantial disruption and/or material interference with the rights of other students or school operations.

**Discipline of Students with Disabilities** (from MSD 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 MSD Policy No. 218, “Student Discipline”)

**Elementary Schools**

Because of the organizational structure of the elementary classroom, the teacher is basically responsible for 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 counselor or the appropriate support staff. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, 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, SAP referral, lunch detention, and parent/guardian contact. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, suspension, alternative education, assignment of “bad standing”, 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, SAP referral, and parent contact. Chronic or serious misbehavior will result in office referrals and interventions that may include detention, suspension, alternative education, assignment of “bad standing”, and expulsion.

## **EXPLANATION OF SEVERAL DISCIPLINARY OPTIONS**

(from MSD Policy No. 218, “Student Discipline and MSD Policy No. 233, “Suspension and Expulsion”)

**Detention** is the keeping of students during non-instructional time during school hours and/or 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.

**Bad Standing** is an action to be used by the administration as a corrective action for disciplinary offenses, truancy, and financial obligations. When a student is so classified, he is suspended from all school activities except those directly connected with the curricula. Under no circumstances may the student participate in or attend any of the school activities. Such activities include: practice for any sport, all athletic activities, marching band, plays, assemblies, colorguard, or any groups or organizations. At any time during such standing, the student may not attend assembly programs, proms, meetings of any clubs, or other functions. The student may only attend the regular classes during the school day. Any senior whose bad standing is in

effect during the graduation date will not be permitted to participate in the commencement ceremonies.

**In-School Suspension** 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. In-school suspension 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;
2. The student commits certain violations found within the Level II, 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. May not enter upon school property--at any hour of the day or night, except with prior approval of a school administrator.
2. May not attend or participate in any school-sponsored activity--either curricular or extra-curricular.
3. 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 unless the student is assigned to "bad standing" status.

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. The informal hearing also provides an opportunity for the administration to inform the student and parent of any charges that may be filed against the student.

**Expulsion** (from MSD 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.

**Formal Hearing** (from MSD 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.

### **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.

**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.

**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 McGuffey 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:

1. Any acts whose consequences seriously endanger the health or safety of the individual or others in the school.
2. 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.
3. Possession or use of substances banned by school policy.
4. 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.**

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
<ul style="list-style-type: none"> <li>• Running, throwing items, littering</li> <li>• Excessive talking</li> <li>• Minor horseplay</li> <li>• Dress Code violation</li> <li>• Late to class</li> <li>• Possession of an unauthorized electronic device</li> <li>• Cafeteria misbehavior</li> <li>• Hall misbehavior</li> <li>• Inappropriate language</li> <li>• Minor infractions of disrespect</li> <li>• Consumption of food or beverage outside authorized areas</li> <li>• Minor classroom disruption</li> </ul>	<p>The classroom teacher or appropriate school personnel will evaluate the violation and determine the appropriate disciplinary option(s).</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>• Intervention Plan</li> <li>• After school detention</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> </ul>

**GRADES K-5  
LEVEL II VIOLATIONS**

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

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
<p>Persistent violations of Level I</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>• Verbal warning</li> <li>• Guidance Counselor/ESAP referral</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> </ul>

		<ul style="list-style-type: none"> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• In-School Suspension</li> </ul>
Illegal absence, full or partial day.	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> </ul>
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>• Parent contact</li> <li>• Home and School Visitor contact</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>• Parent contact</li> <li>• Home and School Visitor contact</li> </ul>
<ul style="list-style-type: none"> <li>• Chronic classroom disruption</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 privileges</li> <li>• Misrepresentation of the truth</li> <li>• Misbehavior for a substitute</li> <li>• Incomplete academic work</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/ESAP referral</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• 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> <li>• In-School Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus</li> <li>• Loitering on route to school (walkers)</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>• Bus Conduct Report</li> <li>• Warning</li> <li>• Assigned seat</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> </ul>

**GRADES K-5  
LEVEL III VIOLATIONS**

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

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
Persistent violations of Level II	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/ESAP referral</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> </ul>
<ul style="list-style-type: none"> <li>• Using profane or obscene language/gestures</li> <li>• Repeated or more serious misbehavior in hall</li> <li>• Repeated or more serious misbehavior in the cafeteria</li> <li>• Loitering in lavatories</li> <li>• Being in an unauthorized area of the building</li> <li>• Chronic disruption to the learning environment</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee</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>• Guidance Counselor/ESAP referral</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> </ul>
<ul style="list-style-type: none"> <li>• Theft</li> <li>• Harassment: including physical, verbal, racial, ethnic, or sexual harassment</li> <li>• Threatening another student</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Bullying or Extortion</li> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Disorderly, vicious, or immoral conduct</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>• Guidance Counselor/ESAP referral</li> <li>• Police notification</li> <li>• Restitution for all damages or loss if appropriate</li> <li>• Suspension (OSS/ISS)</li> </ul>
Hitting, fighting, assaulting, biting	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Intervention Plan</li> <li>• Guidance Counselor/ESAP referral</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> </ul>

		<ul style="list-style-type: none"> <li>• Suspension (OSS/ISS)</li> <li>• Police notification</li> </ul>
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/ESAP referral</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</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/ESAP referral</li> <li>• Denied computer/internet privileges.</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</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/ESAP referral</li> <li>• Citation to the District Magistrate for a civil offense.</li> <li>• Suspension (OSS/ISS)</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/ESAP referral</li> <li>• Suspension (OSS/ISS)</li> </ul>

**GRADES 6-8  
LEVEL II VIOLATIONS**

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

<b>Examples of Violations</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
Illegal absence, full or partial day – (Student is 16 years of age or younger.)	The administrator and/or Home School Visitor will evaluate the violation and determine the appropriate disciplinary options(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> <li>• Withdrawal of privileges</li> <li>• Bad standing</li> <li>• Parent contact</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 and/or Home School Visitor will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Appropriate aspect of state law shall be enforced.</li> <li>• No credit is given for work missed</li> <li>• Detention/ISS</li> <li>• Alternative Education Assignment</li> <li>• Withdrawal of privileges</li> </ul>

		<ul style="list-style-type: none"> <li>• Bad Standing</li> <li>• Parent Contact</li> </ul>
<p>Unexcused or illegal tardiness to school.e</p>	<p>The administrator and/or Home School Visitor will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Appropriate aspect of state law shall be enforced.</li> <li>• No credit is given for work missed</li> <li>• Detention/ISS</li> <li>• Alternative Education Assignment</li> <li>• Persistent violations will result withdrawal of privileges</li> <li>• Bad Standing</li> <li>• Parent Contact</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Improper hall behavior</li> <li>• Loitering in lavatories</li> <li>• Misuse of pass/Late to class</li> <li>• Public display of affection</li> <li>• Failure to report to or remain in an assigned area</li> <li>• Misrepresentation of the truth</li> <li>• Insubordination</li> <li>• Dress code violation</li> <li>• Possession and/or misuse of an electronic device</li> <li>• Inappropriate language, not profanity</li> <li>• Cafeteria misbehavior</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Unauthorized solicitation</li> <li>• Misbehavior for a substitute</li> <li>• Violation of district medication policy</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>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdrawal of privileges</li> <li>• Detention/ISS</li> <li>• Change or alter clothing to comply with dress code</li> <li>• Bad Standing</li> <li>• Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus.</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>• Assigned seat</li> <li>• Detention/ISS</li> <li>• Bus Warning</li> <li>• Bus Suspension</li> <li>• Bad Standing</li> </ul>
<ul style="list-style-type: none"> <li>• Repeated Level I Violations</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>• Assigned seat</li> <li>• Detention/ISS</li> <li>• Bus Warning</li> <li>• Bus Suspension</li> <li>• Bad Standing</li> </ul>

		<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
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**GRADES 6-8  
LEVEL III VIOLATIONS**

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

<b>Examples of Violations</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
<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> <li>• Gambling</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 referral</li> <li>• Behavior contract</li> <li>• Withdraw privileges</li> <li>• Detention/ISS</li> <li>• Alternative Education Assignment</li> <li>• Bad Standing</li> <li>• Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Possession and misuse of an electronic device</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee</li> <li>• Theft</li> <li>• Harassment: including verbal, physical, racial, ethnic, or sexual harassment</li> <li>• Hazing</li> <li>• Threats, verbal or written</li> <li>• Extortion</li> <li>• Persistent violations of school rules</li> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Violation of suspension stipulation</li> <li>• Disorderly, vicious, or immoral conduct</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Unlawful trespass</li> <li>• Failure to serve assigned detention/ISS.</li> <li>• Violation of computer, internet</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 and/or citation</li> <li>• Detention/ISS</li> <li>• Denial of computer and/or Internet privileges</li> <li>• Referral to SAP Program</li> <li>• Bad Standing</li> </ul>

<p>access, filtering policy.</p> <ul style="list-style-type: none"> <li>Fighting and physical aggression</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>Detention/ISS</li> <li>Guidance Counselor referral</li> <li>Suspension</li> <li>Bus Suspension</li> <li>Police notification</li> <li>Assigned seat</li> <li>Bad Standing</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 referral</li> <li>Alternative Education Assignment</li> <li>Suspension</li> </ul>
<p>Possession or use of tobacco</p>		<ul style="list-style-type: none"> <li>Guidance Counselor Referral</li> <li>Citation to the District Magistrate for a civil offense</li> <li>Suspension</li> <li>ISS</li> <li>Bad Standing</li> </ul>

**GRADES 9-12  
LEVEL II VIOLATIONS**

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

<b>Examples of Violations Procedure</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
<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/home school visitor will evaluate the violation and determine the appropriate disciplinary option(s).</p> <p>The administrator/home school visitor 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> <li>Parent contact</li> <li>Withdrawal of privileges</li> <li>Bad Standing</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/home school visitor 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/ISS/Parent Contract</li> <li>Withdrawal of privileges</li> <li>Bad Standing</li> </ul>

<p>Unexcused or illegal tardiness to school.</p>	<p>The administrator/home school visitor 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/ISS</li> <li>• Withdrawal of privileges</li> <li>• Bad Standing</li> <li>• Alternative Education Assignment</li> </ul>
<ul style="list-style-type: none"> <li>• Repeated Level I violations</li> <li>• Classroom/Lab Safety violation</li> <li>• Classroom disruption</li> <li>• Improper hall behavior</li> <li>• Misuse of pass/late to class</li> <li>• Public display of affection</li> <li>• Failure to report to or remain in an assigned area</li> <li>• Misrepresentation of the truth</li> <li>• Misbehavior for substitute</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 and/or misuse of an electronic device</li> <li>• Inappropriate language</li> <li>• Cafeteria misbehavior</li> <li>• Leaving the building without permission</li> <li>• Unauthorized solicitation</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>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdrawal of privileges</li> <li>• Detention/ISS</li> <li>• Change or alter clothing to comply with dress code</li> <li>• Bad standing</li> <li>• Social skills instruction</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus.</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 warning</li> <li>• Assigned seat</li> <li>• Detention/ISS</li> <li>• Bus Suspension</li> <li>• Bad Standing</li> </ul>

**GRADES 9-12  
LEVEL III VIOLATIONS**

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

<p><b>Examples of Violations Procedure Disciplinary Options</b></p>	<p><b>Procedure</b></p>	<p><b>Disciplinary Options</b></p>
<ul style="list-style-type: none"> <li>• Persistent Level II violations</li> <li>• Using profane or obscene language/gestures</li> <li>• Violation of District Medication Policy</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>• Alternative Education Assignment</li> <li>• Suspension</li> <li>• Restitution for all damage or loss</li> </ul>

<ul style="list-style-type: none"> <li>• Being in an unauthorized area of the building.</li> <li>• Chronic disruption to the learning environment</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee</li> <li>• Harassment: including verbal, physical, racial, ethnic, or sexual harassment.</li> <li>• Hazing</li> <li>• Threatening another student</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Extortion</li> <li>• Disorderly, vicious, illegal or immoral conduct.</li> <li>• Reckless operation of a vehicle on school property.</li> <li>• Theft</li> <li>• Gambling             <ul style="list-style-type: none"> <li>• Violation of suspension stipulations(s)</li> </ul> </li> <li>• Fighting/Physical aggression</li> <li>• Unlawful trespass</li> <li>• Failure to serve assigned detentions/ISS</li> <li>• Possession and/or misuse of an electronic device.</li> <li>• Violation of computer, internet access, filtering policy</li> </ul>		<p>if appropriate.</p> <ul style="list-style-type: none"> <li>• Police notification and/or citation</li> <li>• Detention/ISS</li> <li>• Guidance referral</li> <li>• Referral to SAP</li> <li>• Bad standing</li> <li>• Denied computer/internet privileges</li> </ul>
<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>• Assigned seat</li> <li>• Suspension</li> <li>• Removal from the bus for a period of time.</li> <li>• Detention/ISS</li> <li>• Bad Standing</li> <li>• Police notification</li> </ul>
<p>Possession or use of tobacco</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.</li> <li>• ISS</li> <li>• Bad Standing</li> <li>• Suspension</li> </ul>

**GRADES K-12  
LEVEL IV VIOLATIONS**

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
Persistent violations of Level III	<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>• Suspension</li> <li>• Expulsion</li> <li>• Guidance Counselor/ESAP/SAP referral</li> </ul>
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/ESAP/SAP referral</li> <li>• Alternative Education Assignment</li> </ul>
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.”	<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>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/ESAP/SAP referral</li> <li>• Alternative Education Assignment</li> </ul>
Possession, use or distribution of a weapon/fireworks/incendiary devices/pepper spray/mace or other chemical agents	<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>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/ESAP/SAP referral</li> <li>• Alternative Education Assignment</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>• Terroristic 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>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor/ESAP/SAP referral</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• Alternative Education Assignment</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>• Suspension</li><li>• Expulsion</li><li>• Restitution for all damage or loss if appropriate</li><li>• Police notification</li><li>• Guidance Counselor/ESAP/SAP referral</li><li>• Alternative Education Assignment</li></ul>
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