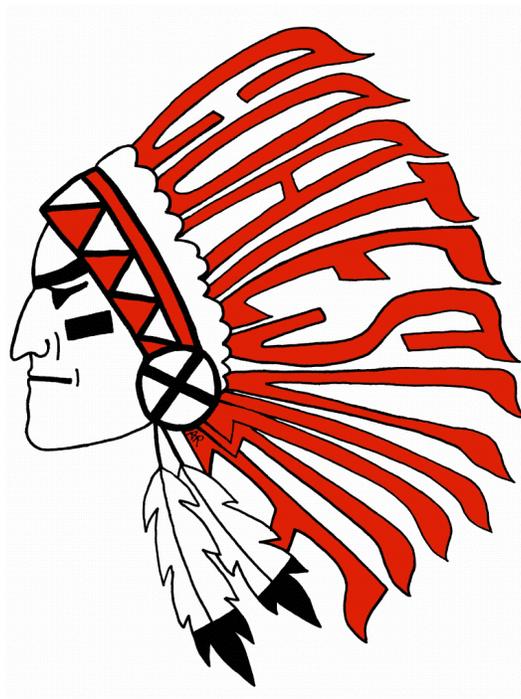


# **SECONDARY CODE OF STUDENT CONDUCT**



**2017-2018**

# Student Code of Conduct

## **CIVIL RIGHTS STATEMENT**

Coatesville Area School District shall provide equal opportunities for education to all persons regardless of their race, religion, color, ancestry, national origin, sex, handicap or disability as provided by the Pennsylvania Fair Educational Opportunities Act, 24 P.S. §5002 et seq., the Pennsylvania Human Relations Act, 42 P.S. §951, et seq., and Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. §2000d, et seq.

For information regarding civil rights, grievance procedures, or services, activities and facilities that are accessible to and usable by handicapped persons, contact Rita Perez, Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer oppotunidades para educacion a todas personas a pesar de su raza, religion, color, ascendencia, origen nacional, sexo, invalidismo o discapacidad, como se prover por el acto de Relaciones Humanos de Pennsilvania, 42 P.S. Seccion 951, et seq., e Titulo VI delActo de Derechos Civiles de 1964, 42 U.S.C.A. Section 2000d, et seq.

Para obtener informacion con respecto a derechos civiles, procedimientos para anotar quejas, servicios, actividades y facilidades que son accesibles y utilizables por las personas inválidas, pongase en contacto con: Rita Perez, Directora de Servicios Estudiantiles, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

## **POSSESSION OF WEAPONS STRICTLY PROHIBITED**

Parents and students are advised that, pursuant to Pennsylvania Act 26 of 1995, POSSESSION OF WEAPONS is strictly prohibited in school buildings or other property, on school grounds, and on conveyances to the Private, Parochial, and Public Schools of the Commonwealth of Pennsylvania.

ACT 26 of 1995 (24 PS 13-1317.2) mandates the expulsion, for a period not less than one (1) year, any student who has been determined to have brought a weapon onto any school property, any school-sponsored activity, or any conveyance providing transportation to a school or school sponsored activity.

The term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, razor, dagger, nunchaku, brass or metal knuckles, blackjack, sandbag, firearm, shotgun, rifle, replica of a weapon, explosives, and/or any other tool, instrument or implement which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

## **SAFE AND DRUG-FREE SCHOOLS**

The Coatesville Area School District prohibits the use, possession, consumption, purchase, intent to distribute, distribution, sale, or being under the influence of controlled substances, alcohol, and/or over the counter substances on school grounds, during school related activities or on school buses/vehicles, or while otherwise under the jurisdiction of the district.

Compliance with this policy is mandatory for all students, and any student who violates this policy will be subject to disciplinary action, in accordance with the Codes of Student Conduct. Student lockers, school parking lots, classrooms, and storage areas, once students are removed, may be subject to random searches by trained drug-detection canines in a continuing effort to provide safe, wholesome, and drug free schools.

## **STUDENT SEARCHES**

School administrators have the authority to search a student, a student's personal property, a student's vehicle, and/or a student's locker when a reasonable suspicion exists that prohibited contraband, a substance or object the possession of which is illegal, stolen, or any materials that would pose a threat to the health, safety and welfare of the school population are contained on a student, in a student's property, or in the locker assigned to a student. School officials may seize any illegal or unauthorized articles discovered in the search. Such articles may be used as evidence against the student in disciplinary proceedings. Students entering a school building may be subject to periodic, unannounced metal detector screening.

## **WORKING PERMITS**

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit

The Department of Labor and Industry's website at:

**<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>**

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania

Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.

3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.

4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.

5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

6. Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.

7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.

8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

### **School District Work Permit Application**

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS\\_0\\_123531\\_1320109\\_0\\_0\\_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf)

### **School District Work Permit**

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS\\_0\\_123531\\_1320110\\_0\\_0\\_18/School%20District%20Work%20Permit%20SDWP.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf)

## **ATTENDANCE POLICY**

### **1. COMPULSORY ATTENDANCE (Section 1326 of the PA School Code)**

Section 1326 of the PA School Code, defines "compulsory school age" as "the period of a child's life from the time the child's parents elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years." Once the election to enroll a child in school is made, the child is subject to the PA School Code's compulsory attendance requirements.

The Board of Education requires that school-aged pupils enrolled in the public schools of this district attend regularly in accordance with the laws of the state. The

educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

## II. EXCUSALS FROM PUBLIC SCHOOL ATTENDANCE

**In accordance with the Public School Code and State Board Regulations, the Coatesville Area School Board will excuse** the following children from attendance in public schools:

- A. Students attending an approved non-public or private school who have met the conditions of the Coatesville Area School District.
- B. Students sixteen (16) or seventeen (17) years of age enrolled in approved private trade or business school.
- C. Children of at least fifteen (15) years of age and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with the regulations prescribed by the Superintendent of Public Instruction.
- D. Children fourteen (14) years of age, who have completed elementary school and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with the regulations prescribed by the Superintendent of Public Instruction.
- E. Children who are 16 and regularly engaged in useful and lawful employment during the school session with a valid employment certificate. Regularly engaged means 35 or more hours per week of employment.
- F. Students with the approval of the Superintendent receiving private instruction from a properly qualified tutor.
- G. Students receiving instruction at home, who are temporarily unable to attend school for medical reasons.
- H. (Applications for Homebound Instruction **must** have a physician's signature and all applicants **must be approved** by the School Board and recommended by the Superintendent.)
- I. Student's participation in a work study or career exploration program approved by the School Board.
- J. Students participating in a work release program, which includes school attendance for a portion of the school day where permission of the principal has been obtained.
- K. Senior students taking a combination of college and high school courses.
- L. Senior students attending a college under an early entrance arrangement with the principal's approval.
- M. Students gaining early entrance to military service with the principal's approval.
- N. Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- O. Students in a bona fide Home Education Program.

### III. WORK EXPERIENCE FOR SENIORS

- A. A senior may be excused from school after a half day of attendance for work experience purposes, at the discretion of the building principal.
- B. Any student excused for a work experience program must be enrolled in properly scheduled classes in order to fulfill the graduation requirements of Chapter IV curriculum regulations and Coatesville Area School District Policy.
- C. Any request for participation in a work experience program and early excusal from school must be submitted in writing by the student's parents and must be granted by the principal.
- D. A senior student must be gainfully employed during the time that he/she is excused for work experience and have proper working papers.
- E. An accurate, up-to-date list of students involved in work experience programs **must** be on file with the principal. This listing is to include each student's name, address, and telephone number of employer and any other data appropriate to the work experience program.
- F. The excused student is to **immediately** leave the school area using his/her own means of transportation and is **not to loiter** around the school or community.
- G. Once the student is excused, he/she becomes the responsibility of the parent and is no longer a charge of the school district.
- H. Students granted the privilege of participating in a work experience program who lose their jobs, loiter around the school or community, or otherwise violate the spirit of these rules will have their permission to participate revoked and will be reassigned to classes.
- I. There should be a periodic (3 weeks) review of job status for participating students by the high school principal or his/her designee.

### IV. ACCEPTABLE REASONS FOR ABSENCES OR LATES

- A. Observance of religious holidays
- B. Religious instruction (maximum of 36 hours per school year).
- C. Trips to exhibitions, colleges, places of constructive educational interest and planned vacations may be excused, to a total of two (2) weeks duration per year, provided prior written notification is received from the parents, the student is in good academic standing and approval is granted by the principal. This two (2) week time period may be extended or reduced at the discretion of the principal or his/her designee
- D. Domestic shelters, clinics, medical or dental appointments that cannot be arranged after school hours. Verification from the provider or a note from the parent/guardian is required.
- E. Tutorial work in a field **not offered** by the school
- F. Illness or recovery from an accident
- G. Quarantine of the home
- H. Death in the family
- I. Court appearance
- J. Unavoidable family emergency

## V. UNACCEPTABLE REASONS FOR ABSENCES, LATENESS OR EARLY DISMISSALS

Generally, children will not be excused from school for other than compelling reasons. The following are examples of unacceptable reasons for absences, lateness or early dismissals:

- A. Baby-sitting
- B. Running errands
- C. Shopping
- D. Missing the school bus/ride or suspension from school bus
- E. Participating in private lessons or hobbies
- F. Failure of car to start
- G. Weather conditions
- H. H. Oversleeping

## VI. DOCUMENTATION REQUIRED FOR ABSENCE

- A. **A note from a parent is required following any absence.** The sending of a note, in and of itself, does not make an absence or lateness excusable. Absences for three or more consecutive days may require a physician's excuse. **The school will make such a determination.**
- B. Parents/guardians and students should submit written excuse within three (3) school days of the absence. If written explanation is not submitted within this time period, the absence becomes unlawful.
- C. Cumulative Lawful Absences -After an accumulation of **ten (10) days of absences** in one school year, a physician's excuse and parental conference **may be requested.** If such a request is made but not complied with, all subsequent absences **will be unexcused/illegal.** A physician's excuse may also be required for any consecutive absence of **three (3) or more school days.** Funerals and pre-approved educational trips will not be included in the ten day limit after which a physician's excuse could be required. Other exceptions: Extenuating circumstances as determined by an administrator.

## VII. HOME-SCHOOL CONTACT

Each school should establish a team of personnel who will contact the home when a student is absent. The team may include, but not limited to the Home and School Visitor, teachers, counselors, nurses, attendance staff, administration and School Messenger notification service.

Letters from the principal should be sent to parents as the first sign of a developing irregular attendance pattern. The legal penalties established by law for violation of compulsory attendance requirements will be reflected in letter along with the Home and School Visitor's contact information. Parents are encouraged to call or visit the schools to discuss their child's attendance.

## VIII. CORRECTIVE MEASURES AND PENALTIES

### A. General Procedures

Attendance rolls shall be maintained in each school in the School District. The principal is responsible for the accurate maintenance of the attendance rolls and shall ensure that all attendance information is forwarded to the superintendent or his/her designee for the compilation of the annual report.

### B. School Responses to Unlawful Absences

#### First Unlawful Absence

Parent/guardian is sent notice via regular mail of unlawful absence.

#### Second Unlawful Absence

Parent/guardian is sent second notice via regular mail of unlawful absence.

#### Third Unlawful Absence

Parent/guardian is sent third notice of unlawful absence by certified mail providing “official notice of child’s third illegal absence.”

Guidance Counselor will schedule school/family conference with parent/guardian to discuss the cause of the child’s irregular attendance and develop a mutually agreed upon School Attendance Improvement Plan (SAIP). Representatives from relevant and/or involved community-based agencies, child services, juvenile probation, school personnel and administration will be invited to participate in meeting.

After the third notice of unlawful absence has been issued and the SAIP meeting has been held, the next time during the school year, that the pupil is **illegally absent** shall constitute a violation of the compulsory attendance provisions of the Pennsylvania Public School Code.

**Act 138 of 2016** provides that parents, guardians, or person in parental relation, having charge of any child of compulsory school age who fails to comply with the provisions of this act regarding compulsory attendance may be fined: (1) up to three hundred dollars (\$300.00) per offense plus court costs for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any subsequent offenses. or be sentenced to complete a parenting education program, and in default of payment of such fines, costs or completion of the parenting education program by the person so offending shall be sentenced to the county jail for a period not exceeding three (3) days.

**Subsequent illegal absence(s)** may necessitate the issuance of additional fines. Additional fines shall not be filed if a citation is pending, a Chester County Department of Children, Youth, and Families (CYF) referral is pending, or a dependency petition is pending.

If a child of compulsory school age has attained the age of (15) fifteen years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant without justification, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent. If referred to attendance improvement program and child continues to be truant or refuses to participate, the school may refer to CYF. The magistrate may impose community service or require child to attend an appropriate course or program designed to improve school attendance. If child fails to satisfy conditions imposed by magistrate, the court may initiate license suspension process.

The School Police, the Home and School Visitor, and/or the Attendance Officer are authorized by the PA School Code to apprehend students in violation of the Compulsory School Attendance Laws of the Commonwealth

Students who attend school beyond the compulsory education age are required to demonstrate a commitment to regular school attendance and compliance with the Codes of Student Conduct. Non-compulsory students who are absent from school for 10 consecutive school days without an excuse may be removed from the active membership roll.

### **C. Tardiness/Lateness & Early Dismissals**

An accurate record of unlawful tardiness will be kept on each child. Parents should be contacted when a pattern of tardiness becomes evident.

Corrective measures for excessive absence, lateness or truancy, **may** include counseling, parental conference, reprimand, referral to Holcomb Truancy Program, after school detention or in-school suspension. If these measures do not prove effective, a student may be referred to Children, Youth, and Families Services.

Tardiness will be computed per 90 days, in accordance with a uniform K-12 procedure. The following penalties will be imposed for the following violations:

After 2 instances of being late, a warning letter will be sent to the parent/guardian.

After three (3) instances of being late, or 82 accumulated minutes, the student will receive an administrative detention.

After six (6) instances of being late or 164 accumulated minutes, a student will receive a one-day in-school suspension. A mandatory parent conference is required before the student returns to regular class. In addition, at the discretion of the school administrator and the parent of student of compulsory school age may be assigned to the Holcomb Truancy Program.

After twelve (12) instances of being late or 328 accumulated minutes a physician's excuse may be required for any subsequent tardiness/lateness.

This process may be repeated throughout the semester.

**All early dismissals must be confirmed** or guardian must provide photo ID to main office personnel, at the time of early dismissal

Students will not be granted an early dismissal to attend and/or participate in other school sponsored activities or functions, without prior approval by principals. Students are not permitted to call their parents for an early dismissal without permission from the nurse or administration. Early dismissal notes must include a parent or agency contact telephone number to confirm the appointment (except Planned Parenthood).

#### **D. School Activities and Eligibility**

Students engaged in extra-curricular activities may be deemed ineligible from continued participation due to unexcused absence from school. The decision in such cases will be made jointly by principal and the activity sponsor. Students and their parents will be notified in writing of all such decisions.

In any case, a student who is absent from school during the school day, may not participate in any extra-curricular activity following normal school hours without prior approval by the principal.

### **IX. ONLINE LEARNING STUDENTS**

Attendance will be monitored every time you log onto the system. Students are required to log on at any particular hour of the school day for a mini-mum of 5.5 hours. Once a student logs on, attendance is recorded for the day. Saturday and Sunday do not count as school days but students can work on Saturday and/or Sunday and additional hours during the work. All students are required to check announcements, email, and lessons for all classes and assigned course material.

#### **No Internet Access or Power Outage or School-Issued Computer Technical Issues**

Students who are unable to log into the educational program or have a power outage must have an alternative plan to go to a public library or a place of internet access to do their school work. If the student does not have a back-up plan, the student/parent must notify the Turning Point Education Program (via e-mail or phone call) in order to legitimize the reason for the absence.

Revised: 6/2017

### **BEHAVIOR VIOLATIONS AND CONSEQUENCES**

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in in the code of conduct.

## **Other Violations**

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but not limited to, charges of conspiracy and/or acting as an accessory). In addition, the district reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

## **Criminal Charges and/or School Charges**

The Coatesville Area School District reserves the right to file criminal charges against any student, or non-student, involved in any criminal activity. The District further reserves the right to call upon the appropriate authorities to assist with the investigation of a matter of criminal nature. The District may also file reports of **suspected** criminal violations.

PA Act 26 of 1995 mandates that PA school district “shall report the discovery of any weapon prohibited by the Act to local enforcement officials.”

## **Infractions - Level 1**

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher.
4. Use of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action.
6. Violation of dress code and grooming (CASD Policy No. 221)

## **RECOMMENDED DISCIPLINE**

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution

- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

## **Infractions – Level 2**

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.
3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, IPODS or any other electronic device.
11. Interference with the learning of others. (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Accepted Use of the Internet Policy (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police.
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking.
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.

22. Possession of pornographic materials.
23. Unintentional physical contact with school personnel

### **RECOMMENDED DISCIPLINE**

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

### **Infractions – Level 3**

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student.
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

### **RECOMMENDED DISCIPLINE**

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution

- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

#### **Infractions – Level 4**

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Possession of a facsimile weapon, or instrument of crime including but not limited to, any bomb, grenade, firearm (example: pistol, machine gun, sawed-off shotgun, etc.), blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument or other implements that could be used for the inflicting of bodily injury.
  - **Act 26, promulgated by the Pennsylvania General Assembly, and provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.**
3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

## **RECOMMENDED DISCIPLINE**

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

## **CORRECTIVE MEASURES AND PENALTIES**

### **Detention**

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours**' notice of such detention to inform their parents of their whereabouts.

### **In-School Suspension**

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

### **Out of School Suspension**

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

### **Community Service**

The Student Discipline Committee, Principals and Assistant Principals may elect to assign various periods of Community Service as a corrective measure for various infractions.

### **Parking Permits**

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the

best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

**Counseling may be required** for serious incidents, such as sexual harassment or terroristic threats.

**Expulsion:**

Expulsion from school by the Student Discipline Committee of the School Board of Directors for a period exceeding ten (10) consecutive school days.

**NOTE:** During suspension or expulsion the student is not permitted to be on school property or attend school sponsored activities or functions.

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

**HEADCOVERING, CLOTHING, AND EXPENSIVE PERSONAL ITEMS**

The wearing of head coverings by students of either sex, including sweat bands while indoors **is prohibited**. This includes all interior areas of school building such as classrooms, corridors, auditoriums, offices, etc., during school related events, as well as during the school day. Exceptions will be granted for medical reasons or as part of a religious practice.

In addition, buttons, badges, patches, shirts, jackets, hats or other articles displaying messages referring to alcohol, drugs, sex or a cult are prohibited.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Student Dress & Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

Principals are authorized to establish standards of dress for special related events, including but not limited to, graduation ceremonies, music concerts, induction ceremonies, award ceremonies, and other school related functions.