

SECTION THREE Pupil Personnel

Philosophy of Discipline

The board recognizes self-discipline as one of the primary goals for its students. Good conduct is a necessary part of good citizenship and students are encouraged to know, understand and abide by school regulations. In cases where a student or students violate school regulations regarding discipline, the board supports the teachers and administrators in maintaining an orderly environment in the classroom and school.

“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 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” (Sch 1317 Pennsylvania Public School Code)

Professional school personnel are responsible for using disciplinary actions and methods which are reasonable and just:

Punishment shall not:

1. Exceed bounds of moderation
2. Be cruel, merciless or excessive
3. Be motivated by malice or hatred
4. Be administered without considering the educational effects upon the pupil

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SECTION THREE Pupil Personnel

3.25 1 Levels of Discipline

Levels of discipline are designed to instill in each student at the appropriate level an awareness of and respect for the rights of other students, parents, teachers and other staff. Such awareness shall include proper respect of constituted authority, conformity to school rules and regulations and such provisions of the law as shall apply to student conduct.

Principals at school level (elementary, middle, high school) shall publish and insure that students, parents and teachers are aware of student discipline regulations and disciplinary options.

- A. Level I - Acts of misbehavior which disrupt established classroom procedures or Interfere with the orderly operation of the school. Individual staff Members shall handle these problems as they arise.
- B. Level II - Acts of misbehavior whose frequency or seriousness tend to disrupt the Learning environment of the school and require the intervention of an administrator. Some of these infractions may be the result of a continuation of misbehavior which remain unmodified by disciplinary actions under Level I.
- C. Level III - Acts of misbehavior that take on added seriousness because they involve a violation of the personal or property rights of students.
- D. Level IV - Acts of misbehavior which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts may clearly be criminal in nature and the administration will immediately contact the proper law enforcement authorities.

3.25 2 Detention/Suspension

Principals are responsible for administering detention/suspension of students for sufficient reason. Length of suspension and reason for suspension shall be included in the principal's report to the superintendent.

3.25 3 Expulsion

The Board of School Directors shall conduct a hearing and render a decision in cases where students are recommended for expulsion by the superintendent.

SECTION THREE Pupil Personnel

3.25 4 Coordination with Police

Principals shall coordinate with law enforcement authorities in all cases of drug/alcohol use/possession on school property.

3.25 5 Mass Punishment

It is the intent of the board that pupils shall not be punished as a group or at large for the offenses of known or unknown individuals. Exceptions to this policy shall be reported within 48 hours in writing by the principal to the superintendent.

3.25 6 Corporal Punishment

The act of physically punishing a student for an offense is prohibited by any school employee. Reasonable force may be used by teachers and administrators:

- A. To quell a disturbance
- B. To obtain possession of weapons or other dangerous objects
- C. For the purpose of self defense
- D. For the protection of persons or property

ELEMENTARY PUPILS

ELEMENTARY SCHOOL STUDENT HANDBOOK

A. Level I - Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

INFRACTIONS	PROCEDURES	OPTIONAL DISCIPLINARY RESPONSES
1. Littering * 2. Neglecting to return required forms * 3. Tardiness to school or class ** 4. Failure to be prepared with class materials and supplies * 5. Nondefiant failure to complete assignments, carry out teacher directions, or adequately prepare for class * 6. Abuse of hall or lavatory lavatory privileges * 7. Careless or unauthorized use of school property or facilities * 8. Disruptive behavior in school or on the school bus * 9. Immodest or indecent dress * 10. Cheating or lying * *Primary & Intermediate Grades ** Intermediate Grades	1. The observing staff member immediately applies the most appropriate disciplinary option. 2. Since the frequency of occurrence determines subsequent responses to the same infraction, the staff member should maintain a record of offenses and actions taken. 3. In cases of repetitive misbehavior, staff member shall confer with the principal and arrange for parental contact	A. Verbal reprimand B. Seat change C. Behavioral contract D. Restriction of privileges E. Special written assignments F. Time-out corner G. Counseling H. Parental contact I. Clean-up and/or payment of damage J. Detention K. School suspension

(Con't)

B. Level II - Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and/or affect the student's own education is included in this level. Some of these infractions may be the result of a continuation of misbehaviors, which remain unmodified by disciplinary actions under Level I. Because of their frequency or seriousness, the principal becomes involved in the corrective action.

INFRACTIONS	PROCEDURES	OPTIONAL DISCIPLINARY RESPONSES
1. Unmodified Level I Behavior* 2. "Cutting" scheduled periods or or detention" * 3. Continual harassment of other Students * 4. Chronic misbehavior on school Bus * 5. Petty theft * 6. Use of profanity or obscenity* 7. Possession or distribution of pornographic materials ** 8. Leaving school without permission * 9. Truancy * 10. Defiance and insubordination * 11. Forgery ** 12. Ethnic Intimidation *	1. The observing staff reports the infraction to the principal in writing 2. The principal meets with the student and/or the teacher and determines the most appropriate disciplinary response 3. The parent is notified 4. The principal maintains a record of the offense and the disciplinary actions	A. Continuation of the more Stringent Level I options B. Sustained counseling C. Parental conference D. Temporary withdrawal of certain privileges or participation in school activities E. Temporary removal from class F. Suspension of school bus privileges G. Detention H. School suspension

Level III - These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases police may be contacted.

(Con't)

INFRACTIONS	PROCEDURES	OPTIONAL DISCIPLINARY RESPONSES
<ol style="list-style-type: none"> 1. Continuation of Level II Misbehavior * 2. Chronic truancy * 3. Possession of cigarettes or Smoking on school property Or on the school bus * 4. Stealing * 5. Physically threatening others * 6. Fighting * 7. Vandalism * 	<ol style="list-style-type: none"> 1. The infraction reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs 2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, and the subsequent disciplinary action 3. If he deems it necessary, the principal contacts law enforcement officials 	<ol style="list-style-type: none"> A. Continual of appropriate level II options B. Full withdrawal of Participation in school activities C. Restitution of damages D. Referral to outside agency E. School suspension

Level IV - These acts are those which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts may clearly be criminal in nature and the Administrative staff will immediately contact the proper law enforcement authorities.

INFRACTIONS	PROCEDURES	OPTIONAL DISCIPLINARY RESPONSES
<ol style="list-style-type: none"> 1. Continuation of Level III Misbehaviors 2. Extortion 3. Bomb Threat 4. Possession/use/transfer of dangerous weapons 5. Assault/battery 6. Vandalism (Level IV) 7. Major theft/sale of stolen property 8. Arson 9. False fire alarms 10. Breaking and entering 11. Possession/use of unauthorized substances – drugs, alcohol, stolen property 	<ol style="list-style-type: none"> 1. The infraction reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs 2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, and the subsequent disciplinary action 3. If he deems it necessary, the principal contacts law enforcement officials 	<ol style="list-style-type: none"> A. Suspension B. Expulsion C. Alternative placement in/out of District D. Board action E. Restitution of property and damages

MIDDLE SCHOOL STUDENT HAND BOOK

Administrative Detention

A detention hall will be operated for those pupils who repeatedly violate school regulations or fail to attend teacher detentions. Detention hall will operate in the afternoon for 2:55 p.m. until 3:25 p.m. every Tuesday and Thursday. Additional days will be added should the school administrators deem it necessary. Detention period will be used for study, or constructive projects as assigned by the school administrator.

Administrative detention forms will be signed by a parent and returned to the office the day following issuance. Should the signed form not be returned the next day, additional detentions will be issued. If that form is again not returned the next day a phone call will be made (or letter sent) to the parents of the student. Parent conferences or suspension will follow if this condition persists.

Bus Conduct

Bus transportation to and from school is provided for students who live beyond one and one-half miles from the school. When riding to school students are expected to behave, being reasonable quiet and remaining seated. Students are to keep their head, hands, and arms inside the bus at all times. As students enter the bus, they are to move to the rear and be seated. They are to be courteous and obey the bus driver. A list of the bus stops will be posted in the neighborhood stores and on the main door of all the schools before the start of school for all Penn-Delco schools. This list will also be mailed to each home in August.

Unruly Conduct and Vandalism on School Buses

Unruly Conduct – horseplay, excessive noise, failure to obey, etc.

The principal of the school the student attends may send the parents a letter indicating that, if such conduct persists, the student's bus privileges will be suspended for a least three (3) school days and will be reinstated only after a meeting with the principal, the student, and the parents.

School Attendance During Period of Suspension of Bus Privileges

During the period of suspension of bus privileges the student must attend school unless he/she has a valid excused absence and it is the parent's responsibility to provide transportation.

Any unexcused absences during this period will be illegal and fines will be levied against The parents as provided by law.

Vandalism and Smoking on Buses

The principal of the school involved will send the parents a letter indicating that the student's bus privileges have been suspended for at least five (5) school days and will be reinstated only after a meeting with the principal, the student, and the parents.

Removal of Student From Bus

No student will be removed from any bus except at his regular bus stop or the school, which he is attending.

Important to Remember

All school rules shall apply during the trip to and from school and on field trips. The student should bear in mind at all times that improper conduct on a bus may have more serious consequences. Disruptive behavior may distract a driver and result in a serious accident.

School bus transportation is a privilege, which can and will be withdrawn temporarily or permanently when it is abused.

Cheating

Cheating is a very serious offense in any school. It not only keeps the student who does it from really learning, but also is unfair to those students who are striving to compete fairly and have spent much effort and time in their learning. Students who cheat will receive a zero for that activity and a referral will be sent to the office where disciplinary action will be taken

Corridor Conduct

Teachers will be stationed outside of their rooms between classes to see that students follow the following guidelines.

1. Refrain from loud or boisterous talking
2. Be courteous (do not push and shove)
3. Walk (do not run or loiter)
4. Keep to your right
5. Go to your locker before school, before or after lunch, and at the end of the school day
6. Walk up and down stairs

Discipline Policy

“Discipline” is best defined as “training that develops self-control, character, or orderliness, and efficiency.” Many students bring with them a home-taught or self-imposed degree of self-control. For these students a discipline policy is rarely necessary. Other students find that by involving themselves in the positive activities of the school—academics, athletics, arts, clubs, intramurals, etc., that they receive enough positive recognition and rarely become “discipline problems.” Yet other students fit neither category.

There is a strong commitment among the Northley professional staff to create and maintain a school environment that presents you – the student – with the opportunity to participate in academics and extracurricular activities under the best possible conditions.

The key to an effective discipline code is: 1) cooperation among students, staff, and administration; 2) being aware of the types of student behaviors, which are unacceptable; and 3) the consequences of actions, which violate the school, code. Please read this section of you handbook carefully

LEVEL I

Level I - These acts of misbehavior are those which disrupt stated classroom procedures or interfere with the orderly operation of the school. Individual staff members will handle these problems as they arise. The list of examples of misconduct's and of the disciplinary options are meant to be illustrative and not complete.

STUDENT MISCONDUCT	DISCIPLINARY OPTIONS (Teacher Discretion)
<ol style="list-style-type: none"> 1. Classroom disturbance 2. Classroom tardiness 3. Unprepared for class 4. Failure to complete assignments 5. Abusive language 6. Littering 7. Cafeteria infractions 8. Public display of affection 9. Dress which is disruptive, unsafe, unhealthful or obscene 10. Cheating on homework, test, classwork or plagiarism 11. Having unnecessary items (water pistols, toys, foods, etc.), (walkman stereos, radios, recorders, skateboards, etc.) 12. Minor school bus disturbances 	<ol style="list-style-type: none"> A. Verbal reprimand B. Special assignment C. Teacher counseling D. Guidance counseling E. Withdrawal of privileges F. Personal detention G. Work detail (parent approval) H. Isolation in room or doorway I. Change clothing; cover clothing J. Assigned zeros or no credit in classwork or tests K. Confiscation of items – not to be returned L. Confiscation of items – returned only to parents or to student at the end of the semester M. Withdrawal of privileges to school events, bus riding, etc.

LEVEL II

Level II - These acts of misbehavior are those whose frequency or seriousness tend to disrupt the learning environment of the school. These infractions, which include a continuation of Level I misconduct's, require the intervention of administrators because use of Level I disciplinary options have failed to correct the situation.

STUDENT MISCONDUCT	DISCIPLINARY OPTIONS
<ol style="list-style-type: none"> 1. Continuation and frequency of Level I misbehaviors 2. Late to school 3. Truancy, cutting class 4. Possession of cigarettes, smoking in building – or within one block of building-or on any Penn Delco School District property 5. Forging of notes, passes, excuses 6. Disruptive classroom behavior 7. Scuffling/rowdy behavior 8. Abusive language towards staff 9. Other forms of disrespect toward staff and support personnel (including secretaries, custodians, aides, bus drivers, cafeteria staff 10. Disruptive school bus behavior, etc. 11. Frequent assignment to teacher detention 	<ol style="list-style-type: none"> A. Any Level I option B. Behavior contract C. Parent conference D. In-school suspension E. Out-of-school suspension F. Schedule modification G. Referral to outside agency H. Permanent revocation of bus privileges I. Removal from class (short term) J. General detention K. Rehabilitative compositions L. Illegal notices sent home, etc.

LEVEL III

Level III - These acts of misbehaviors take on added seriousness because they involve a violation of the personal or property rights of others.

STUDENT MISCONDUCT	DISCIPLINARY OPTIONS
<ol style="list-style-type: none"> 1. Continuation of Level II misbehaviors 2. Frequent assignment to general detention 3. Fighting 4. Vandalism/Graffiti 5. Stealing 6. Threats to others (verbal or physical harassment) 7. Obscene language/gesture to staff 8. Tampering with fire alarms/extinguishers 9. Ethnic intimidation 	<ol style="list-style-type: none"> A. Restitution of property or personal damages (medical bills included) B. Out-of-school suspension C. Alternative programs D. Removal from class E. Police involvement

LEVEL IV

Level IV - Level IV acts are those which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts may clearly be criminal in nature and the administrative staff will immediately contact the proper law enforcement authorities.

STUDENT MISCONDUCT	DISCIPLINARY OPTIONS
<ol style="list-style-type: none"> 1. Continuation of Level III misbehaviors 2. Extortion 3. Bomb Threat 4. Possession/use/transfer of dangerous weapons 5. Assault/battery 6. Vandalism (Level IV) 7. Major theft/sale of stolen property 8. Arson 9. False fire alarm 10. Breaking and entering 11. Use of unauthorized substances (drugs, alcohol, stolen property) 	<ol style="list-style-type: none"> A. Suspension B. Expulsion C. Alternative Placement in/out of District D. Board action E. Restitution of property and damages

Expulsion

In cases of student behavior where the actions would endanger or impair the safety and welfare of other students, faculty, or school property, the administration will recommend expulsion of the student from the school. (Approval is required by the School Board).

In-School Suspension

On occasion, in order to maintain greater control and guidance over students who have seriously violated school regulations, in-school suspension may be assigned by the school administrators. Students warranting an in-school suspension will be retained at school during the normal school hours. A suspended student will report each day of his/her suspension to the office with enough classwork assignments to constructively occupy his/her time. Students may not attend school functions or participate in school activities while on suspension. Suspended students must assume responsibility for making up all schoolwork missed. Parent conferences will be held for

all suspended students prior to their return to regular classes. Suspension letters become a part of the student's discipline record.

Out – of – School Suspension

In the most serious cases of school infractions, or after repeated in-school suspension, students may be suspended from the school by the Principal or Assistant Principal. No student may return prior to a parent conference. Suspension letters become a part of the student's discipline record.

Teacher Detention

Teachers may at their discretion detain pupils following the end of the school day until 3:25 p.m. to complete Missed work or for violations of Level I behaviors. Teachers will determine when the frequency of personal detention is no longer effective and take the student to a Level II disciplinary option by contacting administrative personnel.

SUN VALLEY HIGH SCHOOL HANDBOOK

STUDENT BEHAVIOR

“Discipline” is best defined as “training that develops self control, character, or orderliness and efficiency.” Many students bring with them a home-taught or self-imposed degree of self-control. For these students a discipline policy is rarely necessary. Other students find that by involving themselves in the positive activities of the school—academics, athletics, arts, clubs, intramurals, etc., that they receive enough positive recognition and rarely become “discipline problems.” Yet other students fit neither category.

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LEVEL IV

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Personal Detention

Teachers may at their discretion detail pupils during the final period of the school day until 3 p.m. to complete missed work or for violations of Level I behaviors. Teachers will determine when the frequency of personal detention is no longer effective and take the student to a Level II disciplinary option by contacting administrative personnel.

General Detention

A detention hall will be operated for those pupils who repeatedly violate school regulations or fail to attend personal detention. Assignment should be made only after personal detentions have failed to rectify behavior. the attendance secretary, teacher, and the administration may assign pupil detention. Detention hall (in room 209) will operate in the afternoon from 2:15 – 3:00 p.m. every Tuesday, Wednesday, and Thursday (Monday through Thursday if teacher required). Vo-tech and work experience students will be used for study or constructive projects as assigned by the supervising administrator. All students late to school will be assigned morning detentions. Students are required to attend detention as assigned unless excused by the Principal or Assistant Principal. If a student is absent from school during any of the days he is assigned detention, he will make up the time immediately upon his return to school.

A student failing to report to an assigned detention will receive two additional detentions and a warning letter to his parents. Failure to report a second time will result in a three-day suspension and a conference with the student's parents.

Out – of – School Suspension

In the most serious cases of school infractions, or after repeated in-school suspension, students may be suspended from the school by the Principal or Assistant Principal. No student may return prior to a parent conference. Suspension letters become a part of the student's discipline record.

In-School Suspension

Is in a designated room for a specified amount of time under the supervision of a school staff member. All work assigned must be completed and will count for credit. Students must bring their books to ISS.

Rules for In-School Suspension

1. Students should remain in their seat and work quietly. They should not turn around or talk to any other student. They must raise their hand to ask for help.
2. Students must complete all assignments given by teachers in at least 4 subject areas in order for the day to count. This includes extra assignments given by ISS teachers. Failure to comply may result in an extra day of ISS or suspension from school.
3. Lavatory breaks are at the discretion of the Teachers and Assistants. Students will be accompanied to the lavatories.
4. Food and drink may be consumed only at the specified lunch break. Students must bring their lunch or may select from a limited menu of our choosing from the cafeteria that will be brought to ISS room. Student will be responsible to pay for any food bought for them in the cafeteria. The remaining time during lunch break must be spent doing silent reading.
5. Misbehavior, sleeping, putting your head on the desk, writing “notes” to friends, refusal to work and defiance of ISS teachers and staff will not be tolerated and may result in extra days of ISS or suspension from school.
6. Sustained Silent Reading is to be done only when you have completed all work to the teacher’s satisfaction. Students may choose any magazine, paperback or newspaper in the room, or bring a suitable book of your own choosing.
7. In addition to these rules, other school rules/policies apply.

These rules are subject to alterations if applicable.

Expulsion

In cases of student behavior where the actions would endanger or impair the safety and welfare of other students, faculty, or school property, the administration will recommend expulsion of the student from the school. (Approval is required by the School Board).

Bus Conduct

All school rules shall apply during your trip to and from school and on field trips. You should bear in mind at all times that improper conduct on a bus may have more serious consequences. Disruptive behavior may distract a driver and result in a serious accident.

School bus transportation is a privilege, which can and will be withdrawn temporarily or permanently when it is abused.

Hallway Conduct

Students are expected to move through the hallways in an orderly manner, showing respect for others. Running, pushing, and shouting is not acceptable behavior and will not be tolerated. Hugging and kissing is not acceptable behavior in school.