

DISCIPLINARY STRUCTURE
Student Misconduct/Response Guideline
(please reference all four columns regarding each level)

LEVELS	EXAMPLES
<p>LEVEL I Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other support personnel and/or an administrator.</p>	<ul style="list-style-type: none"> • Bus disturbance • Cheating and lying • Classroom or in-school disturbance • Classroom tardiness - Three (3) tardies per semester • Cutting class • Disrespectful language or gestures • Disruptive behavior • Failure to complete assignments or carry out directions • Inappropriate attire - (student referred to administrator) • Inappropriate display of affection • Obscene language or gestures • Unwanted teasing • Vulgarity • Defacing school property
<p>LEVEL II Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL I misbehavior • Abusive/threatening language • Chronic disruptive classroom behavior • Failure to serve office detention • Forgery • Harassment of students • Insubordination • Possession/use/transfer of tobacco and smoking materials* • Truancy • Unlawful/unexcused school tardiness (repeat instances) • Cheating

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<ul style="list-style-type: none"> • Immediate intervention is required by the staff member supervising the student or observing the misbehavior. • Possible written/verbal parental notification. • Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator. • A proper and accurate record of the offenses and disciplinary action is maintained by the staff member. 	<ul style="list-style-type: none"> • Administrative detention • Administrator/parent conference (person/phone) • Behavioral contract • Counseling • School probation • Teacher detention • Teacher/parent conference (person/phone) • Suspension of privileges • Special assignment • Time-out room • Verbal reprimand
<ul style="list-style-type: none"> • The student is referred to the administrator for appropriate disciplinary action. • The administrator meets with the student and/or teacher and decides the most appropriate response. • The teacher is informed of the administrator's action. • Parent is notified either verbally or in writing. A parental conference may be held. • A proper and accurate record of the offense and disciplinary action is maintained by the administrator. 	<ul style="list-style-type: none"> • Charges under PA Criminal Code • After-school detention • After-school work program • Behavioral contract • Confiscation and refer to smoking policy* • Counseling/referral for psychological evaluation • Parent—teacher/parent—administrator conference • School probation • Suspension of privileges • Referral to outside agency • Saturday detention • Suspension (up to 5 days) under proper adult supervision • Temporary removal from class

APPENDIX A

*Refer to the disciplinary response column indicating a mandatory response.

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<p>LEVEL III Acts, whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like directed against persons or property but whose conduct does not seriously endanger or pose a threat to the health or safety of others in the school.</p> <p>These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement officer.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL II misbehavior • Ammunition • Assault • Fighting* • Gambling • Leaving school or class without authority • Obscene behavior (mooning, shanking, wedging)* • Possession/use/transfer of Paging of portable communication devices • Possession/use/transfer of fireworks or other explosive devices legal for sale under state law (including but not limited to smoke bombs)* • Possession/use/transfer of unauthorized substances (drugs, alcohol)* • Possession or transfer of propellants manufactured for self-defense (those legal for over-the-counter sale) • Reckless driving on school property or violation of vehicle code • Sexual harassment • Telephone pranks • Theft/shoplifting • Threats to others - physical or verbal • Throwing rocks or other harmful objects • Vandalism • Tobacco Use • Forgery • Truancy

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<ul style="list-style-type: none"> • The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. • The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. • School officials may contact law enforcement agency and assist in prosecuting the offender. • A proper and accurate record of the offense and disciplinary action is maintained by the administrator. 	<ul style="list-style-type: none"> • Charges under PA Criminal Code • Counseling/referral for psychological evaluation • Homebound instruction or alternative program • Out-of-school suspension (not to exceed 10 days) under proper adult supervision* • Parent conference and/or hearing • School probation • Suspension of privileges • Refer to drug/alcohol policy and guidelines* • Restitution of property and damages • Saturday detention • Referral to outside agencies

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<p>LEVEL IV Acts, whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and like which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>The acts are clearly criminal and/or are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL III misbehavior • Arson • Bomb threat or false alarm • Deliberately striking a staff member • Extortion • False imprisonment • False reporting • Fighting • Furnishing/selling unauthorized substances (drugs/alcohol)* • Possession/use/transfer of dangerous weapons and/or look-a-likes to include but not be limited to agents or mechanical devices which can be used defensively or offensively • Possession/use/transfer of fireworks (those not legal for sale under State Law) • Possession/use/transfer of propellants manufactured for self-defense (those not legal for over-the-counter sale) • Theft/possession/sale of stolen property • Use of any propellant • Vandalism • Assault • Alcohol/drug use or possession • Engaging in conduct contrary to the criminal code or ordinances of the community on school grounds or at school-sponsored activities.

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<ul style="list-style-type: none"> • The administrator verifies the offense, confers with the staff involved, and meets with student. • The student is immediately removed from the school environment. Parents are notified. • School officials contact law enforcement agency and assist in prosecuting offender. • A complete and accurate report is submitted to the Superintendent for Board action. 	<ul style="list-style-type: none"> • All verified offenses in LEVEL IV will have a mandatory 10 day full suspension under proper adult supervision with an informal hearing. • Charges under PA Criminal Code or referral to appropriate law enforcement agencies. • Expulsion • Other Board action resulting in appropriate placement, alternative school, parent hearing, restitution of property, and damages. • Referral for psychological treatment. • Refer to drug/alcohol policy and guidelines.*

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