

**The School District of the City of York  
York, Pennsylvania**

**William Penn Senior High School**

**Student Code of Conduct**

**Standards and Expectations of Behavior for Students**

The School District of the City of York is committed to creating a safe, positive learning environment for all of our students, staff, parents, and community partners. Students play an important role in achieving this goal and should be familiar with the contents of this handbook to ensure that they help create a safe, positive learning environment at William Penn Senior High School.

The first section of this handbook provides a description of Students' Rights and Responsibilities. The second section describes our Code of Student Conduct including our Discipline Framework, Levels of Discipline and specific behavior guidelines.

The Board of School Directors has developed several Policies that govern the content of this Code of Student Conduct and these policies are referenced in each relative section. The purpose of this Code is to clearly state our standards for acceptable conduct of students and to explain the consequences of not meeting these standards as expected.

**The Student Code of Conduct**

Experiences during the High School years help shape students' attitudes and behaviors and prepare them to become contributing citizens of our community. It is important that each student understands that life in our democratic society is governed by rules designed to make them safe and allow them to prosper in school, at home and in our community.

The Administration at William Penn Senior High School believes that our Mission is to prepare students for responsible and productive citizenship in the society in which they live. In order to achieve this Mission, Administrators, Teachers, Students and Families all have a responsibility to ensure an atmosphere that will allow students to reach their potential.

**School Official Responsibilities** - School Officials have a responsibility to provide each student with a safe and orderly environment in which to grow academically, socially and emotionally. An effective Discipline Code is directly related to the overall educational program.

The safety and security of all school students and adults within our buildings is the highest priority and school authorities are charged with providing the best possible experience for their students. Having rules that maintain order and allow students to learn and feel safe is pivotal in developing these positive experiences. An effective Student Code of Conduct provides clear

expectations and reasonable disciplinary consequences that recognize the need for positive environment and mutual respect for the worth and dignity of each individual while at the same time honoring the rights, freedoms and responsibilities of all students.

**Student Responsibilities**- All students have the responsibility to work toward these goals by knowing the Code of Conduct and adhering to student responsibilities and showing respect for both adults and fellow students. Students have a huge impact on the daily atmosphere of William Penn Senior High School and our hope is to develop self-discipline and acceptance of individual responsibilities to maintain a safe and orderly environment so that maximum learning may evolve.

**Parents and Families** - Parents and Families have a responsibility to advocate for their children while at the same time respecting the school's right to set forth guidelines and expectations for acceptable behavior. If parents recognize the importance of an educational environment where students can learn, feel safe and experience all of the wonderful activities afforded to students at William Penn Senior High School their children will grow into respectable citizens. Parents can assist in reaching the school's mission by knowing the Student Code of Conduct and ensure that the students adhere to the various expectations designed to make everyone's experiences at William Penn Senior High School a positive one.

## **Student Rights**

**Title 22 of the Pennsylvania Code, Chapter 12, Section 12.3. "School rules"** requires that each Board of School Directors shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in Title 22, Chapter 12 of the PA Code. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library and in each school main office.

### **Right to a Free Public Education**

According to Title 22, section 12.1 of the Pennsylvania Code, all persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

### **Right to Freedom of Expression.**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

- Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

- Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
- Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

Bulletin Boards must conform to the following:

- School authorities may restrict the use of certain bulletin boards.
- Bulletin board space should be provided for the use of students and student organizations.
- School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

School newspapers and publications must conform to the following:

- Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions below.
- School officials shall supervise student newspapers published with school equipment, and remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- Prior to publication, a complete copy of the proposed newspaper shall be submitted to the principal or his/her designee to determine whether the copy complies with Board policy and guidelines or whether changes must be made. The principal or his/her designee shall have forty-eight (48) hours after receipt of the copy to notify the York Hi-Lites staff in writing, of any required changes within the above time frame, then the copy will be considered authorized for publication and distribution.
- The opinions expressed may not advocate illegal acts of any kind and will avoid naming and publicizing students who have violated the law. (School Board Policy No. 220.1)
- School officials may not censor or restrict material simply because it is critical of the school or its administration.
- Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

Distribution of Materials - School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

- A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
- The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- 
- The wearing of buttons, badges or armbands shall be permitted as another form of expression subject to restrictions listed above.

(School Board Policies No. 220 and No. 220.1)

### **Rights Regarding Salute and Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **Homeless Children**

Homeless children shall have access to the same educational programs and services provided to other district students. The Board requires that the schools make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

(School Board Policy No. 251)

## **Student Responsibilities**

### **Responsibility to Attend School**

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. The following conditions constitute reasonable cause for absence from school: illness, quarantine, recovery from accident, death in the family, family educational trips and religious holiday. (School Board Policy No. 204.3)

### **Student Responsibilities.**

Title 22, Chapter 12 of the Pennsylvania Code also describes Student Responsibilities. These Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others 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 conform to the following:
  - 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.
  - Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - Assist the school staff in operating a safe school for the students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.

- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- Report accurately in student media and do not use obscene language in student media or on school premises

## Code of Student Conduct

### Authority Over Students

Section 1317 of the Pennsylvania School Code (24 P.S. §1317). provides direction for the authority of teachers, vice principals and principals over pupils. Specifically, this section states the following:

“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 their 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.”

### School Rules

Under Section 12.3. School Rules of the Pennsylvania Code(22 Pa. Code 12.3), and School Board Policy No. 218 Student Discipline, The Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of School Directors shall adopt a code of student conduct that includes governing student discipline and a listing of student’s rights and responsibilities.

### Guiding Principles Governing Student Conduct at William Penn Senior High School

There are Five Guiding Principles that make up the CORE of a safe learning environment at William Penn Senior High School. These Guiding Principles are, Preparation, Respect, Integrity, Determination and Engaged or P.R.I.D.E. They focus on Guidance from the Staff with a gradual release of external control to self-awareness, student self-actualization and a self-disciplined educational approach without external guidance.

### P.R.I.D.E.

**P-Preparation**-It is important to be prepared and ready to learn while eliminating distractions and barriers to teaching and learning. Being prepared helps to concentrate on the lesson, maintain focus, and decrease stress and anxiety, which will work to improve student achievement, school climate and school community.

**R-Respect**-It is important to be respectful to your peers and adults in school. Showing respect means that you speak and act in a way which shows that you honor and value them as a person. Using kind words and actions fosters positive relationships. In addition, treating others with

respect increases respect in return. Positive interactions in school enhance learning and contribute to a safe and orderly school climate and community.

**I-Integrity**-It is important to display integrity toward your peers and adults in school. Showing integrity means that you are honest, keep your word, and are trustworthy. Integrity is standing up for what you believe is right, living by your highest values. You are a person of strong integrity when your positive words match your positive actions. Positive Integrity shows positive character.

**D-Determination**-It is important to be determined and willing to work hard. A determined person sets goals and puts forth effort to achieve success. Displaying determination is also an indicator of your character. It is important to know that you will run into roadblocks/obstacles, but by remaining determined you will have improved focus and will be able to stick to the job until it is done. No matter the task, always be patient and don't give up. You will reap the rewards.

**E-Engaged**-It is important to be engaged by providing attention, interest, optimism, and passion when learning or being taught. Being engaged involves listening, paying attention to details and removing items that may distract you. An engaged person puts forth the extra effort to recognize, share and feel the emotions of others, which fosters positive relationships within the whole school community.

### **Discipline Framework at William Penn Senior High School**

The framework of discipline emphasizes a positive, proactive and progressive approach to managing student behavior beginning with preventative measures then intervention strategies and finally major discipline measures.

### **Positive Behavior Interventions Support (PBIS)**

Positive Behavior Intervention Support (PBIS) is a school-wide tiered support system that serves as the basis for our Code of Student Conduct. PBIS provides a framework for schools to successfully integrate and includes evidenced-based strategies to support academic, social, and behavioral outcomes for all students. The PBIS process is used in a systematic approach to teach and reinforce positive behavior expectations for all students. PBIS is a preventative measure and engages students in different ways. The PBIS framework includes creating a positive school wide climate and culture and individualized support as needed.

## Preventive Measures

The Administration of William Penn Senior High School believes in preventative measures so that negative consequences are used as a last resort. Activities that are designed to prevent inappropriate behavior include, but are not limited to the following:

**Table 1: Preventative Options**

<b>Preventative Options</b>	
<ul style="list-style-type: none"><li>• Class meetings to build community and establish guidelines</li><li>• Relationship building (team and individual)</li><li>• Conflict resolution (i.e. Restorative Justice Practices)</li><li>• Pro-active guidance program</li><li>• Guidance-based instruction (Anti-bullying Program, Drug and Alcohol Awareness, establishment of a Code of Conduct based on guiding principles, positive cooperative discipline, teaching students to use problem-solving strategies</li><li>• Recognition of appropriate behavior</li><li>• Assemblies to support prevention strategies</li><li>• Teaching the Code of Conduct</li></ul>	<ul style="list-style-type: none"><li>• Differentiated Instruction</li><li>• Student-needs team planning</li><li>• Use of meaningful and purposeful instruction</li><li>• Service learning</li><li>• Establishment of student behavior expectations</li><li>• Development of a positive learning environment</li><li>• Ongoing staff development for support personnel</li><li>• Building-wide management plans</li><li>• Mentorships</li><li>• Research-based, learning focused activities</li><li>• Problem solving techniques</li><li>• Participation in extra-curricular and/or school functions</li><li>• Positive Behavior Intervention Support (PBIS)</li></ul>

## Intervention Strategies

Intervention strategies are used when prevention strategies have not been effective. Possible Intervention strategies include but are not limited to the items found in Table 2 below.

**Table 2: Interventions Strategies**

Intervention Strategies	
<ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Teacher assigned detention</li> <li>• Student Assistance Program</li> <li>• Code of Conduct</li> <li>• Intervention plans (Academic and/or Behavior)</li> <li>• Student Attendance Improvement Plan (SAIP)</li> <li>• Conflict resolution</li> <li>• Building-wide behavior support</li> <li>• Classroom-wide behavior support</li> </ul>	<ul style="list-style-type: none"> <li>• Positive Behavior Intervention Support (PBIS)</li> <li>• Restorative Justice techniques</li> <li>• Counseling support groups</li> <li>• Case management</li> <li>• Local agency support</li> <li>• Use of volunteers</li> <li>• Community partnerships</li> <li>• Instructional support</li> <li>• Tutoring</li> <li>• Mentor program</li> <li>• Comprehensive Student Support Team (CSST)</li> </ul>

## Major Disciplinary Measures

The following disciplinary measures used in response to chronic disruptive behaviors, destruction of property, and/or other serious incidents including but not limited to the items found in Table 3 below.

**Table 3: Major Disciplinary Measures**

Major Disciplinary Measures	
<ul style="list-style-type: none"> <li>• Administrative detention</li> <li>• Restorative practice placement</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Referral to alternative placements (CSST)/(AEDY)</li> <li>• Police involvement</li> </ul>

## Discipline Code

Board Policy No. 218 Student Discipline Code and Procedures directs that discipline measures shall be considered when a student is referred to the office.

The disciplinary measures that will be implemented at William Penn Senior High School are developed according to levels. Level 1 is intended to address the least troublesome behaviors first. Behaviors such as talking out in class, inappropriate language, being late to class etc., call for the lowest form of discipline and typically result in consequences such as a verbal warning, loss of privileges, or a parent contact by the teacher. Level 5 of the Discipline Code addresses behaviors that are severe and may be dealt with by suspension or expulsion from school.



## **Levels of Discipline**

William Penn Senior High School's Discipline Code includes five Levels of Discipline with corresponding consequences. Tables 4 - 8 below define each level of disciplinary measures, the various types of behaviors (Classroom Managed and Office Managed) that warrant inclusion in each respective level and possible interventions/consequences for each level.

Once it is determined that a student's or a group of students' behaviors have violated the Code of Student Conduct, the following consequences may be utilized in addressing the behavior. These consequences are established according to the degree of severity from a Level 1 to a Level 5 disciplinary option.

**Table 4: Level One**

### **Level 1 Disciplinary Options**

#### **Level 1 Defined:**

Level 1 consists of minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These incidents occur in the classroom, hallway or other parts of the building and can usually be handled by an individual staff person, but sometimes require the intervention of other school support personnel.

#### **Classroom Managed Behavior:**

Behaviors that should be addressed by the classroom teacher and/or other school personnel include but are not limited to the following:

- Cheating
- Bullying
- Horseplay
- Inattentive/sleeping in class
- Defacing and damaging property including minor computer misuse
- Insubordination/defiance/inappropriate attitude
- Profanity not directed towards staff
- Disrespect
- Class disruption, constantly calling out/ranting
- Cell phones out in class without permission
- Food and drink out in the classroom without permission
- Leaving class without permission
- Name calling
- Not completing assignments
- Fraud, cheating, plagiarizing or other academic dishonesty
- Not prepared for class
- Off-task behavior
- Refusing to work
- Theft/stealing under \$10
- Throwing items in classroom and/or any other undesignated area
- First violation of student dress regulations

**Types of Consequences: Teacher or staff member consequences may include but are not limited to the following:**

- Nonverbal warning,
- Verbal warning, reminders and redirection
- Written reflection or apology
- Seat change
- Teacher detention
- Conference with the student
- Student contract
- Referral to counselor
- Student Assistance Program (SAP)
- Modified instructional programming
- After-school detention
- In-class time-out
- Apology
- Loss of privileges
- Mentoring
- Parent contact
- Adherence to the student's IEP/Positive Behavior Plan (exceptional students)

**Table 5: Level 2**

**Level 2 Disciplinary Options**

**Level 2 Defined:**

Misbehavior on the part of the student that is disruptive to the learning climate of the school due to its frequency and/or seriousness.

These infractions, which sometimes result from the continuation of Level 1 misbehavior, require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options have failed to correct the behavior.

**Classroom Managed Behavior** - Types of Behaviors include but are not limited to the following:

- Public display of affection (PDA)
- Theft under \$50, forgery
- Minor continuation of Level 1 misbehavior not severe to warrant an administrative response
- Disruption of classroom, or other minor misbehaviors that the teachers feels can be handled in the classroom

**Office Managed Behaviors** – The behaviors should be addressed by the Principal and/or the assistant principal and include but are not limited to the following:

- Chronic pattern of Level 1 misconduct with documentation
- Bullying
- Fighting/physical altercation
- Profanity/obscenity
- Defiance
- Insubordination
- Class cutting
- Failure to identify when asked by a staff person
- Minor destruction of property (teacher and/or school)
- Failure to attend teacher/office assigned detention
- Willful failure or refusal to follow instructions or directions of an adult authority on school property or during school sponsored events
- Transportation guideline violations
- Second violation of student dress

**Types of Consequences: Classroom consequences found under Level 1. Administrative consequences may include but are not limited to the following:**

- Parent contact
- After-school detention
- Saturday detention
- Denial of privileges
- Design of a unique student academic/behavioral program
- Liability for damages
- Referral to behavior specialist
- Referral to guidance counselor
- Referral to social worker
- Restorative Justice Academy (5 days)
- PRIDE Room/Internal
- Suspension
- Possible law enforcement involvement

Detention: Teachers may issue a 15 minute after school detention without prior notification to parents.

**Table 6: Level 3**

**Level 3 Disciplinary Options**

**Level 3 Defined:**

Acts directed against persons or property. All Level 3 infractions and consequences should be referred to an administrator as expediently as possible.

Appropriate when Level 2 interventions/consequences have been ineffective, or if a single incident is serious enough to warrant a Level 3 response.

**Office Managed Behaviors:** Level 3 behaviors should be addressed by the building administrators and include but are not limited to the following:

- Chronic pattern of Level 2 misconduct with documentation
- Intentionally activating a false fire alarm
- Damage/destruction of school and/or personal property
- Willful disrespect
- Drugs and alcohol( possession of and/or under the influence of)
- Possession or sale of contraband
- Willful attempt to cause harm to another individual or create an environment where injury or harm would likely occur
- Extortion
- Fraud
- Cheating/ plagiarizing and/or other academic dishonesty
- Insubordination
- Physical and/or sexual assault
- Chronic profanity/obscenity directed toward staff
- Theft/larceny
- Terroristic threats
- Harassment
- Failure to attend detention
- Bullying
- Tobacco use
- Violation of electronic device regulations
- Being in an unauthorized area of the building
- Leaving the building grounds without permission
- Fighting/physical altercation

**Types of Consequences:** Administrative consequences may include but are not limited to the following:

- Conference with parent
- Referral to behavior specialist
- referral to guidance counselor
- Suspension
- Office detention
- Saturday detention
- Parent or guardian accompany student to classes
- Functional Behavior Assessment

- Positive Behavior Support Plan
- Referral to IEP Team for manifestation determination for students with disabilities, revision to the IEP or 504 plan
- Possible referral to alternate placement
- Restorative Justice Academy – (5 days), , possible law enforcement involvement

An Office referral is required for all Level 3 offenses and parent/guardian notification is also required.

**Table 7: Level 4**

**Level 4 Disciplinary Options**

**Level 4 Defined:**

Acts which result in violence to another person(s) or property or which pose a direct threat to the safety of oneself and/or of others. These acts are often criminal and are so serious that they always require administrative action.

**Office Managed Behaviors:**

Habitual offenders of Level 3 infractions that result in personal injury to any person(s) or damage to property, or otherwise results in actual harm to the health, safety, or welfare of the school community.

- Bomb threat
- Assault upon a school district employee
- Inciting or participating in a disturbance or melee
- Any offense of a serious nature, as determined by the administration

**Types of Consequences:** Administrative consequences may include but are not limited to the following:

An office referral is required for all Level 3 offenses and parent/guardian notification is required.

- Referral to alternate programs
- Referral to IEP Team for manifestation determination for students with disabilities
- Revision to the IEP or 504 plan
- Suspension or expulsion
- Law enforcement involvement

**Table 8: Level 5**

**Level 5 Disciplinary Options**

**Level 5 Defined:**

Acts which result in extreme violence to another person(s) or property or which pose an imminent direct threat to the safety of oneself and/or of others. These acts are criminal and are so serious that they always require administrative actions, which will result in the immediate removal of the student from school, and intervention by law enforcement authorities.

**Office Managed Behaviors** include but are not limited to the following:

- Level 4 infractions resulting in serious personal injury to any person(s) or substantial damage to property, or otherwise result in significant actual harm to the health, safety, or welfare of the school community.
- Possession of a weapon as defined by the Section 1317.2(g) of the Public School Code(24 P.S. 13-1317.2(g) including, but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Possession of any firearm
- Possession of an explosive device
- Possession of a knife, or unauthorized cutting instrument
- Possession of a replica of a weapon and/or look alike object
- Assault upon a school district employee

Other examples of these Level 5 behavior include but are not limited to:

- Aggravated assault on staff/student
- Indecent assault
- Indecent exposure
- Kidnapping/interference with custody
- Burglary
- Arson
- Possession of explosive
- Sale/distribution of controlled substance
- Sexual assault

**Types of Consequences:** Administrative consequences may include but are not limited to the following:

Office referral is required for all Level 5 offenses and parent/guardian notification is required.

Referral to IEP Team for manifestation determination for students with disabilities, revision to the IEP or 504 plan, suspension with the recommendation for expulsion, referral to outside agencies, and alternative educational placement, or other appropriate remediation approved by the local education agency (LEA) and law enforcement involvement

### **Corporal punishment.**

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy (See 22 Pa Code 12.5). Use of corporal punishment is prohibited.

Teachers and school authorities may use reasonable force under the following circumstances:

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

## **Temporary Exclusions from School**

The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by § 14.143 of the Pa Code (22 Pa. Code §11.143) (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

The following exclusions from school may take the form of suspension or expulsion as defined in School Policy No. 233 Suspension and Expulsion.

**Suspension** - Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

- Suspensions may be given by the principal/assistant principal or person in charge of the public school.
- A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents or guardians and the Superintendent of the district shall be notified immediately in writing when the student is suspended.
- When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) of Title 22 of the Pa Code (relating to hearings).
- Suspensions may not be made to run consecutively beyond the 10 school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
- Suspended students are not permitted on school property or at school events. Suspended students who come on school property or attend school events may be charged with trespassing.

**Expulsion** - Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under §12.8 of Title 22 of the Pa Code.

- During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except:
  - If it is determined after an informal hearing that a student's presence in his 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 under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
- Within 30 days of action by the Board of School Directors, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in the paragraph above or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act.
- If the approved educational program is not complied with, the school district may take action to ensure that the child will receive a proper education.

### **Exclusion from Classes—In-School Suspension**

A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

- Communication to the parents or guardian shall follow the suspension action taken by the school.
- When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 of Title 22 of the Pa Code (relating to hearings).
- The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **Hearings**

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing upon request.

Formal Hearings- A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student.



Parents may waive their right to the formal hearing process by signing an admission and waiver. The following due process requirements shall be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student's parents or guardians by certified mail or in person.
- At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his/her own behalf.
- A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - Laboratory reports are needed from law enforcement agencies.
  - Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §1400 - 1482).
  - In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

•  
Informal Hearings - 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 to show why the student should not be suspended.

- The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
- The following due process requirements shall be observed in regard to the informal hearing:
  - Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
  - Sufficient notice of the time and place of the informal hearing shall be given.
  - A student has the right to question any witnesses present at the hearing.
  - A student has the right to speak and produce witnesses on his own behalf.
  - The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

## **Disciplining Students with Disabilities**

Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program (IEP), a positive behavior support plan, Board policy, and applicable law. When necessary, positive behavior support plans shall be developed and maintained for students with disabilities in order to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

### **Changes in Educational Placement/Manifestation Determinations**

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination.

### **Suspension Guidelines for Students Receiving Special Services**

A student with a disability may be suspended for up to ten (10) consecutive and fifteen (15) cumulative days of school per school year regardless of whether the student's behavior is a manifestation of his/her disability. A disciplinary exclusion of a student with a disability for more than fifteen (15) cumulative school days in a school year will be considered a pattern so as to be deemed a change in educational placement requiring a manifestation determination.

### **Suspension of Students with Intellectual Disabilities**

For students with intellectually disabled, any disciplinary suspension or expulsion is a change in educational placement. A Notice of Recommended Educational Placement shall be issued to the parent/guardian, along with the notice of procedural safeguards, prior to removing the student from his/her current placement in accordance with law and regulations.

Students with a disability may be excluded from school for more than 10 consecutive days and/or more than 15 cumulative days under certain conditions. Specifically, school administrators may order removal of a student with a disability to an interim alternative educational setting for up to forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- (1) carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function;
- (3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. (Board Policy No. 113.1)

## General Disciplinary Infractions

### **Bullying/Cyber Bullying**

Bullying means an actual or attempted infliction of physical pain or psychological distress directed at one or more others through any intentional electronic, written, verbal or physical act or series of acts which occurs in a school setting and/or outside a school setting, that has the effect of doing any of the following:

- Substantial interference with a student's education by creating an intimidating or hostile environment;
- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear or physical, emotional or mental harm;
- Disrupting of the orderly operation of the school or having a detrimental impact on student learning, student engagement or the safety of the school community;
- Creation of a threatening environment;

Cyber bullying includes, but is not limited to the following misuses of technology:

- Bullying of the School District community through the use of any electronic communication device or platform by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs) social media or online games.
- Any reprisals or retaliations associated with a report of bullying or cyber bullying will be defined as bullying.

The school setting means in the school, on school grounds, in school vehicles, at a designated bus stop, on the way to or from, or at any activity sponsored, supervised or sanctioned by the school.

All forms of bullying (cyber bullying) are unacceptable and, to the extent that such behaviors are disruptive of the educational process, offenders shall be subject to appropriate discipline. (Board Policy No. 249)

### **Care of School Property**

The Board of School Directors charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/ Guardians shall be held accountable for the actions of their child.

(School Board Policy No. 224)

### **Cell Phones**

During instructional time students are prohibited from using any electronic device times during the school day (from the beginning of first period until the end of last period), which includes homeroom and study halls. Students may use electronic devices during instructional times for instructional purposes if, they have the prior permission of the teacher or building administrator to do so, or at other times as designated by the building administrator.

Students are permitted to use electronic devices including personal cell phones **during non-instructional times** including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

- Disrupt school activities or instruction.
- Violate any other board or school policies.
- Violate state or federal law.
- Violate any of the prohibitions set forth elsewhere in this policy.

The following exceptions exist:

- In the cafeteria during the student's scheduled lunch period, the student may use any electronic device.
- In any independent/study time, students are permitted to use personal electronic devices, including listening to music with headphones, at teacher's discretion. This use should not disrupt other students' ability to study and complete school work during study time (**this does not include cell phone conversations or video chatting.**)
- During the transition between class periods, students may use an electronic device; this includes listening to music through **one headphone/earbud**, for safety purposes, but does not include cell phone conversations or video chatting.
- If any student does not comply with the directives given by a staff member in his/her classroom and/or the school zone, he or she will receive the following:
  - Teacher detention (discretion of time) and phone call home.
  - 3+ redirections Parent-Teacher conference
  - 5+ redirections referral to Behavior Specialist/Social Worker
  - Office Referral-30min administrative detention
  - PRIDE/Saturday Detention

**If an adult addresses any student, the student MUST remove the headphones for the duration of the conversation.**

- **NO SPEAKERS MAY BE USED AT ANYTIME**

**Appropriate Classroom Usage** In the classroom, electronic devices may only be used at the teacher's discretion. Teachers may require students to leave their electronic devices in the classroom when leaving for any reason during the calls period (i.e., lavatory, locker, nurse etc.)

**Parents needing to contact students should contact them via the main office (717)849-1218.**

Any student who is using an electronic device in an unacceptable manner may have his/her device confiscated and searched. Unapproved picture taking, videotaping, or messaging, etc., may result in a search of the electronic device and disciplinary action.

The school/district will not assume responsibility for the recovery of student electronic devices that are lost, stolen, damaged, or confiscated.

### **Cheating/Plagiarism/Academic Dishonesty**

Academic integrity is critical to maintaining an ethical climate that values respect and honesty in school. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance and understanding are prohibited.

Examples of such activities include, but are not limited to the following:

- Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations, or other academic work; or preventing or attempting to prevent, another from using authorized assistance, material, or study aids.
- Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgement.
- Fabrication: submitting false or altered information in any academic exercise
- Multiple submissions; submitting, without prior permission, any work submitted to fulfill another academic requirement.
- Misrepresentation of academic records: misrepresenting, tampering with or attempting to tamper with any portion of a student's transcripts or academic record
- Facilitating academic dishonesty: knowingly helping or attempting to help another commit academic dishonesty
- Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise.

Any of the activities listed above are considered unethical and a violation of the Academic Integrity of the School District of the City of York:

(Source: University of Pennsylvania, Office of the Provost. 1996. July 11, 2006  
(<http://www.vpul.upenn.edu> - Code of Academic Integrity)

### **Class Cut**

A "Class Cut" is when a student has entered the building and for some unauthorized reason does not report to his/her regularly scheduled activities including classes, lunch, or media center. Leaving school without permission is considered a class cut.

A "Class Cut" is defined as fifteen (15) minutes or more unexcused absence from class. Students who violate the class cut requirement will face administrative consequences.

1. Teacher detention (up to minutes of class period) and phone call home.
2. Office Referral-30 minutes administrative detention
3. PRIDE/Saturday Detention
4. 3+ CUTS- per marking period - Parent-Teacher conference
5. 5+ CUTS-per marking period - Referral to Behavior Specialist/Social Worker
6. 10+ CUTS-per marking period – The building principal/assistant principal will meet with the parent/guardian and student. The building principal/assistant principal will assign the appropriate number of Community Service hours.

7. You may NOT be excused from other classes to make up work for the class

Late to class:

1. Warning
2. Teacher detention and phone call home
3. Office referral
4. 3+ lates-Parent-Teacher conference
5. 5+ lates-Referral to Behavior Specialist/Social Worker

Bearcat Rule– The Bearcat Rule is a disciplinary measure used by administrator(s) to decrease tardiness to class and class cuts. The building administrator(s) may invoke the Bearcat Rule in order to monitor and enforce the Tardiness to Class and Class Cut policies. Students who violate the “Class Cut” regulations will be subject to disciplinary measures.

**Controlled Substance/Paraphernalia**

The abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Controlled Substances - For purposes of this policy, controlled substances shall include all Substances prohibited by federal and state laws, look-a-like drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Consumption of Controlled Substances - Under the influence shall include any consumption or ingestion of controlled substances by a student.

Anabolic Steroids - The use of anabolic steroids or other Human Growth Hormones by students, except for a valid medical purpose, is prohibited. Body building and muscle enhancement of athletic ability are not valid medical purposes.

Anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

- For a first violation, suspension from school athletics for the remainder of the season.

- For a second violation, suspension from school athletics for the remainder of the season and for the following season.
- 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.

Reasonable Suspicion/Testing - If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of alcohol or a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

(Board Policy No. 227)

### **Criminal Behavior and School Discipline**

Any student who commits a criminal offense will be recommended for possible expulsion or another educational placement. Police will be contacted and charges filed if deemed appropriate. Criminal offenses include, but are not limited to: arson, assault/violent acts, disorderly conduct/harassment as defined by state law, extortion, indecent exposure/offenses sexual in nature, theft, criminal mischief, robbery, possession, sale or use of controlled substances, alcoholic beverages or look-alike drugs, leading or participating in a school riot or other disturbance on school property, terroristic threats, pulling fire alarm.

Assault against any employee of the school district is a second-degree felony. Charges may be filed against student(s) who assault any employee of the school district.

(School Board Policy 218)

### **Electronic Devices**

The Administration and Faculty at William Penn Senior High School recognize that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students. Students should have an educational environment free from unnecessary disruptions and distractions. The presence of electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Electronic Devices shall include any personal communication device including mobile telephones and smartphones; smart watches; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the Internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, e--readers, pagers and laser pointers.

The district shall not be liable for the loss, theft, damage, or misuse of any personal access device that is brought into our school buildings, onto school property, onto school vehicles/buses, and while attending school-sponsored activities.

If an electronic device utilizes the District's Internet connection, the School District's Acceptable Use Policy applies.

Prohibitive Usages of Electronic Devices – The following uses of electronic devices are prohibited:

- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement, or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
- Use of electronic devices in locker rooms, bathrooms, and other changing areas.
- Transmission of material likely to be offensive or objectionable to recipients as determined by district administration.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or using of unauthorized software or media.
- Disruption or distraction of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software and files.
- Quoting personal communications in a public forum without the original author's prior consent.
- Use of the name of the school district and use of written logos or web content provided by the district through its web site without the written permission of the Superintendent.
- Allowing an unauthorized person to use an assigned account.
- Creation and introduction of computer viruses, trojans, worms, and other malicious programs.
- Use of software or hardware to compromise or bypass network security.
- Bullying/Cyberbullying.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the filter or any security measure.
- Use inconsistent with network etiquette and other generally accepted etiquette.

Access to the district information technology and network resources is a privilege, not a right. Students will be held accountable for noncompliance with the policy.

Electronic Communication Devices, including Personal Electronic Communication Devices that violate this policy will be confiscated. The confiscated devices shall be returned to the owner or parent.

(Board Policy No. 237)



### **Explosive Devices/Smoke Bombs**

Exploding firecrackers are against the laws of the Commonwealth of Pennsylvania and possession is against school rules. They are a particular hazard in the school setting because of the potential fire and personal injury that can be caused. Possession of and/or setting off any explosive devices including smoke bombs is a violation of this rule and will result in progressive disciplinary action ranging from a warning to temporary suspension.

### **Fighting/Physical Aggression**

Fighting is a confrontation by two or more students provoked by verbal, physical or other factors. A fight occurs where two or more students are involved in pushing, punching, kicking, or other aggressive actions. An incident that involves only one aggressive student is considered assault. Physical aggressive behavior of any type will not be tolerated.

Students involved in fighting/physical aggressive acts on the way to and from school, at school-sponsored activities or on school property will be subject to disciplinary measures. Depending upon the severity of the fighting, criminal charges may be filed against the participating individuals.

### **Flag Salute and the Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **Forgery**

Forgery is defined as an action where he/she signs the name of an administrator, staff member or parent or alters the information on a pass or excuse. Any acts of forgery will be administrative disciplinary measures.

### **Hair and Dress.**

Pennsylvania School Code Chapter 22 Section 12.11 Hair and Dress notes that the School Board (governing board) may establish dress codes or require that students wear school uniforms. Hair and Dress regulations may apply to individual school buildings or to all school buildings.

- Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- Students have the responsibility to keep themselves, their clothes and their hair neat and clean.

The administration recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others.

The following Student Dress Regulations shall be in effect at William Penn Senior High School:

- Tank tops, tube tops, halter tops, low-cut shirts (front, back and sides), or mid-level revealing shirts are not permitted.
- Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language, lewd or illegal behavior are not permitted.
- Hats, head coverings, head bands and sunglasses are not to be worn and/or carried in school. Exceptions for religious or medical purposes require documentation.
- Bare feet, flip flops, or athletic slides are not permitted.
- Skirts, shorts and dresses shall be no shorter than mid-thigh length.
- Transparent or immodest clothing, including spandex, which attracts undue attention, will not be permitted. Clothing may not have holes, rips or tears.
- Clothing with ornamentation (chains, studded bracelets, or belts, or other items not commonly sold or accepted as clothing or jewelry) which will scratch or mark furniture or presents possible danger or injury to the wearer or others is not permitted.
- Clothing intended for outer wear (coats and jackets of any weight, rain gear) shall not be worn during the school day unless under emergency circumstances approved by the principal.
- Students are encouraged not to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance.
- Pajamas, slippers and clothing, which are intended for sleep wear are prohibited.
- Pants and skirts worn below the waist will not be permitted.

The Student Dress Regulations apply to all school sponsored events, i.e. dances, co-curricular events, field trips etc.

(Board Policy No. 221)

### **Hazing**

The administration and staff at William Penn Senior High School strives to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally:

- Endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.
- Endangers the physical health which shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.
- Endangers the mental health which shall include any activity that would subject an individual

to extreme mental stress, such as prolonged sleep deprivation, forced prolonged 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.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Any acts of hazing will be subject to administrative disciplinary measures.  
(Board Policy No. 247)

### **Insubordination**

Any student who willfully disobeys the reasonable direction of any principal, teacher, or other member of the school staff will be assigned detention time or a Restorative Justice session and a parent conference. Subsequent offenses may warrant a full suspension and a parent conference.

### **Pornographic Materials**

Possession and/or use of pornographic materials on buses or school property are strictly prohibited. This includes sexting or any improper use of an electronic device. Violation of this rule may result in leveled disciplinary action ranging from a warning to expulsion as well as police involvement.

### **Possession or Use of Tobacco Products**

Pennsylvania Act 168 and school district policies (Board Policy No. 222) prohibit the possession or use of tobacco products or paraphernalia (lighters, matches, electronic cigarettes or other incendiary devices) by students on all school grounds, school vehicles or during all school-related activities.

Tobacco use shall be defined as use and/or possession of a lit or unlit cigarette, cigar and pipe; other lit smoking product; and smokeless tobacco in any form; electronic cigarettes; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

All tobacco items and paraphernalia will be confiscated by teachers and staff and turned in to administrators for disposal. All disciplinary action will be consistent with state law. The following action shall take place:

- Contact parents/guardians.
- Notify security personnel.
- Administrator(s) shall determine other necessary corrective measures.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to

\$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.  
(Board Policy No. 222)

### **Public Display of Affection**

Public displays of affection by students are not acceptable in an educational environment. These displays which may include, but are not limited to kissing or other forms of prolonged physical contact. Violation of this rule may result in progressive disciplinary action ranging from a warning to temporary suspension.

### **Searches**

Students shall have only a limited expectation of privacy in their lockers. No student may use the locker as a depository for a substance or object that is prohibited by law, Board Policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. School administrators are authorized to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly. Random searches of lockers are permissible if the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population. (Board Policy No. 226)

### **Student Identification Cards**

Each student shall wear and display his or her respective identification card in order to fulfill the district's responsibility to ensure the safety and welfare of each student and the security of the district's buildings and grounds.

If a student loses his/her respective identification card, he or she must immediately obtain a replacement identification card from the Student Services Office and pay the School District the sum of \$3.00 for the replacement identification card.  
(Board Policy No. 245)

### **Tardiness to Class**

Students are given three (3) minutes and a two (2) minute grace period for a total of five (5) minutes to move from class to class. A student is considered Tardy if he/she arrives to class after the teacher closes the door and locks it. See Late to class procedures on page 22.

### **Tardiness to School**

Students must arrive on time each school day by 7:50 a.m. Students should enter at the time of the first bell in order to get to their class on time. All students who enter the building after the late bell are considered late to school and will be recorded as tardy. Students are not allowed to enter their homeroom after 8:00 am unless they have a late hall pass.

### **Terroristic Threat/Acts**

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

A Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in

reckless disregard of the risk of causing such terror or inconvenience.

A Terroristic act shall mean an offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building principal may immediately suspend the student.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent may report the student to law enforcement officials.
- The building principal shall inform any person directly referenced or affected by a terroristic threat.
- The Superintendent may recommend expulsion of the student to the Board.

(School Board Policy No. 218)

### **Theft**

Any student who is involved in a theft may be subject to leveled disciplinary action ranging from a warning to a full suspension. Police will be notified and prosecution will be sought if warranted. Parents will also be notified.

### **Trespassing**

Any student on external suspension or expulsion shall be considered to be trespassing if the student is in any school district building, on any school property, or attendance at any school sponsored activity/event without the express consent and knowledge of the school administrator.

### **Unauthorized Use of Computers**

Such use includes, but is not limited to:

- The use or the viewing of obscene, pornographic or illegal materials or indulging in activities in support of such activities
- The use of network accounts for non-school-related activities.
- Copying or using unauthorized copies of commercial software.
- Any violations of the current internet Acceptable Use Policy.

(Board Policy 218)

### **Unlawful Harassment**

School Board Policy No. 248 “Unlawful Harassment” prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board of School Directors encourages students who have been harassed to promptly report such incidents to an adult staff member who will document and immediately notify school administration and school police.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's

- academic performance.
- Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

(Board Policy No. 248)

### **Weapons**

The School District of the City of York prohibits students from possessing and bringing weapons and Look-a-Like weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. The possession of weapons on all school property, in all school buses and at all school-related activities is prohibited.

A student in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, at any school function or activity, at any school event held away from the school or while the student is coming to or from school.

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy.

(School Board Policy No. 218.1)

**I have read and reviewed this student code of conduct.**

**Student Name:** \_\_\_\_\_

**Parent(s)/Guardian(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this signed form to your first period teacher.**

**Thank you!**

**He leído y revisado este código de conducta estudiantil.**

**Nombre del Estudiante:** \_\_\_\_\_

**Padre (s) / Guardián (es):** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

**Por favor devuelva este formulario firmado a su Maestro de salon hogar.**

**¡Gracias!**