

# Neshaminy School District Student Policies

Please refer to Neshaminy School District's Web site for a complete listing of District Policies and detailed information on the following:

Please refer to the 200 Series of Pupils School Board Policies on Board Docs.

## POQUESSING MIDDLE SCHOOL DISCIPLINE CODE

CONFORMS TO NESHAMINY'S SCHOOL BOARD POLICY #505

### **I. A STATEMENT ON DISCIPLINE**

According to Section 1317, School Laws of Pennsylvania, "every teacher, assistant 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 coming from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

The above authorization, however, does not mean that a parent or guardian may not bring suit against a teacher or principal should he be of the opinion that the punishment has been unjustifiably severe. **CORPORAL OR PHYSICAL PUNISHMENT IS NOT TO BE USED AS A DISCIPLINARY MEASURE.** Physical contact may be used by members of the certified staff in self-defense, to protect the student involved, to protect other students, or to remove a pupil from, or direct a student to, a given area after a student refuses to follow a directive. Staff should exercise judgment in this matter by calling for administrative assistance when necessary.

### **II. PHILOSOPHY OF DISCIPLINE**

- Effective discipline should serve two purposes:
  - first, it should prevent a recurrence of a particular misbehavior in a student.
  - second, it should be a learning experience for the student, permitting him to see why certain school rules have been made and why they must be followed.
- Discipline is more than "making" a student do what is right. It should encourage a student to "choose" to do what is right.
- The laying on of hands is permitted in the following instances:
  - In self-defense
  - To protect other pupils
  - To keep a student from injuring himself
  - To remove student from or direct student to a given area after the student refuses to follow a given directive.
- In an attempt to resolve an "in-class" problem, each teacher will take the following steps in sequence:
  - 1) Work with the pupils on an individual basis; consult with counselors, staff, check cumulative folder.
  - 2) Seek the aid, support and assistance of the student's parents. Contact to parents may be made by telephone or in writing.If steps one and two fail, turn the problem over to the assistant principal and inform him by official incident card of all relevant action taken up to that point in time.
- When a substitute teacher is in the building, we expect all students to show the utmost courtesy and cooperation. Failure to cooperate will result in an office detention, and if the student has had prior problems, five demerits.

### **III. MINOR BREACHES OF DISCIPLINE - Level 1**

A. Definition: Misconduct impedes orderly operation of classroom and/or school.

**Examples:**

- Late to class/Homeroom
- Lying
- Making classroom disturbance, such as; talking, moving around without permission, yelling, etc.
- Abusive language, including foul or obscene language and inappropriate gestures **NOT** directed toward anyone.
- Minor out-of-class problems, e.g. inappropriate display of affection, running in the halls, food outside the cafeteria, and other cafeteria violations, unauthorized locker use, littering, etc.
- Breach of dress code (see student handbook).
- Disruption of detention.
- Plagiarism--the act of using another's work as one's own.
- Any use of or carrying of a cellular phone, or electronic listening device during school hours (unless granted permission and under the direct supervision of a staff member).

(Please note that the list of examples given under "Breaches of Discipline" is not meant to be all inclusive.)

Repeat offenses see Level 2 - Minor Breaches of discipline.

C. Initiator of Action - Teacher or staff member observing or supervising student.

D. Procedures to be followed by the Staff:

**Step 1**-Talk with student involved, hear student's side of the story, and/or use any of the following:

- Verbal reprimand
- Teacher counseling
- Detention with teacher
- Withdrawal of classroom privileges
- Behavior contracts
- Special assignments
- Removal from mainstream of class to other area of the room or to restricted lunchroom in the event of cafeteria violation.

**Step 2**- Parental contact for in class problems only.  
(Out-of-class problems are not included.)

**Step 3**- Referral to assistant principal, only after steps 1 and 2 have been followed, to be dealt with as a minor breach of discipline Level 2.

The discipline committee recommends the teacher keep a record of any parental contacts made and incident cards recorded.

### **IV. MINOR BREACHES OF DISCIPLINE - Level 2**

A. Definition: Misconduct that disrupts the learning climate of school (repeated or serious in nature).

**Examples:**

- Level 1 misconduct (after parental contact)
- Failure to cooperate with a substitute teacher
- Lateness to school
- Truancy
- Possession of tobacco products (including smokeless, matches, lighters, E-Cigarettes, Vape Pens etc.) on school grounds (E-6 minimum).

- Continuous disruptive class behavior including disruption of after-school detention, which would automatically be a repeat offense.
  - Cutting class (leaving class without permission is considered a cut except in the case of an emergency!)
  - Forgery or failure to bring in absence excuses.
  - Continued refusal to obey lunchroom rules and regulations.
  - Refusal to follow legitimate request of staff member. (defiance/insubordination)
  - Out of assigned area without a pass.
  - Possession of drug paraphernalia (E-5 mandatory).
  - Remaining after school without legitimate cause.
  - Any use of or carrying of a cellular phone or electronic device during school hours unless granted permission and under the direct supervision of a staff member.
  - Disruptive/Nuisance Items (eg. Watergun, camera, Yo-Yo, laser pen, toys, etc.)
  - Tampering with computers.
  - Disruption of Assemblies
- C. Initiator of Action - Person observing misconduct, e.g., a teacher, reports problem via incident card or telephone and incident card, to the assistant principal as soon as possible.
- D. Procedures:
1. Student referred to assistant principal.
  2. Assistant principal meets with student, hears student's side of the story and carries out discipline.
  3. Parental contact required (by administration). This contact may be via phone, electronic mail or Letter sent home.
- E. Disciplinary Options Available to Administration
1. Confiscate Electronic Device & Hold for Parent Pick-Up
  2. Temporary removal from class or cafeteria where misconduct occurred
  3. Office detention (Lunch, Afterschool)
  4. Parent conference
  5. In-school suspension (I.S.S.)
  6. Out-of-school suspension (1 to 10 days)
- F. Record keeping is the responsibility of the Administration

## **V. MAJOR BREACHES OF DISCIPLINE - Level 1**

- A. Definition: Misconduct directed against other persons or property, but whose consequences do not seriously affect health or safety of others.

### **Examples:**

1. Fighting
2. Instigating a fight
3. Causing injury to another
4. Minor vandalism
5. Theft (minor or petty)
6. Use of disrespectful or abusive language directed at another person. If person is a staff member, Disciplinary Option Number 6 (suspension for 1 to 5 days) is the minimum action to be taken!
7. Possession of any explosive device on school grounds
8. Harassment - The Act of Harassment is initiating any action, threatening gestures or comment that is unwanted by an individual.
9. Computer piracy - any unauthorized copying.
10. Shanking - pulling a student's pants/shorts down.

11. Bullying - includes a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person.

C. Initiator of Action – Administration

D. Procedures:

1. Administration investigates incident. Conferences with staff and student(s) involved.
2. Parental contact by phone.
3. Upon second major breach of discipline a parent conference will be recommended.
4. Restitution of damages & property
5. Records to be kept by administration.

E. Disciplinary Options Available to Administration

1. Overnight suspension
2. In-school suspension (I.S.S.)
3. Out-of-school suspension (1-10 days)
4. Police Notification
5. Notification of superintendent
6. Referral service
7. Temporary removal from class where misconduct occurred.
8. Restriction from school sponsored social activities that are unrelated to the academic school program (e.g. dances, trips, evening activities, etc.) goes into effect if student received any combination of two (2) suspensions. Committed funds cannot be returned.

- F. Students can request their case be reviewed by the Discipline Committee for reconsideration of social restrictions.

- G. Recordkeeping is the responsibility of the Administration

## **VI. MAJOR BREACHES OF DISCIPLINE - Level 2**

- A. Definition: Misconduct which results in violence to a person or property; or which poses a direct threat to the safety of others in the school.

**Examples:**

1. Continued Level 1 misconduct
2. Extortion
3. Bomb threats
4. Setting off false alarms
5. Possession or use of dangerous weapons
6. Assault and battery
7. Major acts of vandalism
8. Major acts of theft/sale or possession of stolen property
9. Arson
10. Sale of, possession of, use of, or furnishing of alcohol, or other drugs. (See Board Policy 510)
11. Intimidation - threats directed against person or property of any staff member or student communicated directly or indirectly(see Board Policy #218.2)
12. Sale of, possession of, use of, or furnishing of tobacco or smokeless tobacco, vape or vaping.

(Please note that the list of examples given under "Breaches of Discipline" are not meant to be all-inclusive)

- C. Initiator of Action – Administrator

- D. Procedures:
1. Administration verifies offense
  2. Administration conferences with staff and with student(s) involved.
  3. Student removed from school environment.
  4. Parents contacted for conference; recommended for each suspension.
  5. Assistant Superintendent and Superintendent notified of problem and a formal report submitted.
- E. Disciplinary Options Available to Administration
1. Suspension (1 to 10 days) mandatory in all examples listed previously.
  2. Restitution of property and damages.
  3. Local police/juvenile court
  4. Local Justice of the Peace
  6. Referral to School Board for expulsion hearing.
- F. Recordkeeping is the responsibility of the Administration

### **CUTTING OFFICE DETENTION**

- A. Assigned by administrator to be served before/after school or during lunch for such offenses as:
- Any breaches of discipline
  - Lateness to school
1. After cutting one detention - two are assigned.
  2. If student cuts the two - suspension.

### **CUTTING CLASS**

1. Verification of class cuts - Any unexplained absence from class may or may not be a cut. For all major and minor subjects, teachers will verify all unexplained absences by questioning students about their absences and determining if they actually cut. It is up to the student to produce valid evidence that he/she was not cutting a class. The teacher does not have to run around collecting this information. Once the teacher has verified the student's absence as a cut, he will fill out an incident card and submit it to the office.
2. An illegal day is a class cut in each class.
3. If a student comes in after the halfway point in a period as an unexcused late, it will be considered a class cut.
4. Teachers have the option of adding up the number of minutes late to class during a marking period toward class cuts (25 minutes = 1 cut).
5. Any student who misses work due to class cut will forfeit the right to make up the assignment.

### **FAILURE TO TURN IN ABSENCE EXCUSE CARD**

1. Students who have been absent for acceptable reasons are expected to return an absence excuse note to their roll call teacher within three school days after returning to school.
2. The roll call teacher will attempt to obtain this note from his/her student for a period of three days following the student's return to school.
3. If the student fails to bring in the note after three days, the roll call teacher will turn that student's name and the dates of absences over to the assistant principal.
4. At this point the assistant principal will declare the day(s) unlawful. At the end of each month, a notification will be sent to the parents of any student with unlawful absences.
5. At the time of the 3<sup>rd</sup> unlawful absence, a First Official Notice will be sent to the District Home and School Visitor.
6. Each additional unlawful absence will be referred to district court.

### **LATE TO HOMEROOM/SCHOOL PROCEDURES**

All students begin with zero (0) lates. Lates will be cumulative for the year and will be reduced by one by being on time to school for four (4) weeks.

- **LATES 1-2**- Record lateness
- **LATE 3**-1 detention
- **LATE 4**-1 detentions
- **LATE 5**- 1 detention
- **LATE 6**- 2 detentions
- **LATE 7**- 2 detentions
- **LATE 8** and thereafter - At the discretion of the appropriate grade level administrator, students will be assigned an in-school suspension and/or out-of-school suspension.

**NOTE:** If a student is absent on the scheduled detention date, the student automatically will serve the next scheduled detention when they are in school.

If the students do not attend an assigned detention and/or ISS, the student will receive an immediate out-of-school suspension with a mandatory in-school parent conference. Also, the penalty for all future lateness to homeroom/school violations will be **OUT -OF-SCHOOL SUSPENSION** with an in-school parent conference.

### **IN - SCHOOL SUSPENSION ROOM PROCEDURES**

When a student requires frequent disciplinary action, he/she will receive only ONE In-School Suspension in a three week period. Further accumulation of demerits will result in Out-Of-School Suspension only.

After the third ISS incident, a parent meeting will be scheduled with the administration in an effort to further a positive change in a student's behavior. If a parent conference is NOT held, additional accumulation of demerits will result in Out-Of-School Suspensions.

In the event a student misbehaves while serving an In-School Suspension, parents will be notified to pick up their child immediately, on that same day. An additional day of Out-Of-School Suspension will occur.

If a parent refuses to pick up their suspended student, Out-Of-School Suspension will be the only option for the remainder of the school year.

Furthermore, if a student misbehaves while serving time in our In-School Suspension Room more than one time, the option of In-School Suspension will be waived in favor of Out-Of-School Suspension for the remainder of the school year.

### **EXCEPTIONS TO POLICY:**

The Assistant Principal may use his/her discretion in assigning a disciplinary procedure greater than what is called for if said offense so warrants. The Assistant Principal who wishes to deviate from the established policy by initiating a lesser procedure than is called for may do so after consultation with the teacher initiating disciplinary action. In those rare cases where the Assistant Principal and teacher are not able to agree on the deviation the matter will be submitted by the Assistant Principal to the principal who will determine the action to be taken. In case of parental appeal the principal will consult with the A.P. and teacher(s) before taking any action.

## **BEHAVIOR OF STUDENTS ON BUSES STATEMENT**

**The safety and well being of students riding to and from school is the primary job of the bus driver. To accomplish this task requires the full attention of the driver and complete cooperation of all students.**

Any student who wishes to ride a bus that they are not assigned to will need to submit a written request to the building administration as early in the school day as possible for approval prior to boarding a district bus that they are not assigned to.

Any student who wishes to ride a bus to which they are not assigned with another student must submit a written request to the building administration as early in the school day as possible from both parents involved to gain approval prior to boarding a district bus that they are not assigned to.

Any student who interferes with the driver's ability to drive the bus safely will be dealt with firmly and consistently, following all due process guidelines.

Students positively identified by the driver and a member of the school administration as having violated the rules of safe conduct will be dealt with as follows:

### **LEVEL 1 INFRACTIONS**

- Failure to remain seated
- Loud and obnoxious behavior
- Showing disrespect to driver
- Putting any part of body out window
- Spitting inside or out of bus
- Use of foul, obscene or objectionable language or gestures among students
- Roughhousing

### **ADMINISTRATIVE OPTIONS IN RESPONSE TO LEVEL 1**

- A. Administrative warning to student
  - B. Notification to parents and/or parent conference +
  - C. Assigned seating on bus
  - D. Suspension from bus for 1 to 5 days +
  - E. After school detention +
  - F. Change in bus assignment +
  - G. Overnight suspension from school +
  - H. Any appropriate provisions of the individual building discipline code
- + = Parents to be notified via phone/letter

### **LEVEL 2 INFRACTION**

- Smoking
  - Vandalism +
  - Setting off explosive devices ++
  - Throwing objects at the driver
  - Use of foul, obscene/objectionable language/gestures directed toward the driver
  - Illegal use of emergency door
  - Fist fights
- + = Students must pay for damage  
++ = Suspension from school and/or turned over to police

### **ADMINISTRATIVE OPTIONS IN RESPONSE TO LEVEL 2**

- A. Suspension from bus for 1 to 10 school days
- B. Suspension from school for 1 to 5 school days

- C. Payment for any damage to bus
- D. Recommendation to Ass't. Supt. for removal of bus privileges for more than 10 school days
- E. Involvement of local police or magistrate...prosecution of student
- F. Special seating assignment on bus
- G. Administrative warning (special needs students only)

**PLEASE NOTE: THE ADMINISTRATOR MAY USE ANY OR MORE OF THE OPTIONS LISTED ABOVE.**

When the student is suspended from the bus, transportation becomes the responsibility of the parent. Suspension of bus privileges may be carried over the following school year.

**REMINDER: YOUR BEHAVIOR IN SCHOOL COULD RESULT IN YOUR BEING DENIED THE PRIVILEGE OF PARTICIPATING IN THE SCHOOL'S ACTIVITIES.**