

HIGH SCHOOL

STUDENT CODE OF CONDUCT (policy 218)

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school and school-sponsored activities.

Off-site or after-hours conduct may subject students to school discipline if the misconduct violates the Code of Conduct and is connected to the school because the conduct does or may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school. Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school work or the school community; whether school property or equipment was used; and whether school activities or interactions were involved in the planning, organizing or promoting of the misconduct.

Discipline (policy 218)

Due Process

The handling of discipline cases at Lower Dauphin High School is directed to the end of developing the best possible solution for the individual pupil while at the same time protecting the rights of the total student body. Student behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

Notice. The principal, assistant principal, or superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.

Contents of Notice

The notice shall contain the following basic information:

- A statement of the charges.
- A statement of what the student is accused of doing.
- A statement of the basis of the allegation. Note: Specific names may be withheld if necessary to shield a witness.

Informal Hearing

The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

Timing

The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Alternative Education Program

Students who are chronic disrupters of the school environment or have reached a significant number of school days of in-school suspension, or display a pattern of serious offenses or are returning from expulsion or are placed by the courts due to delinquent behavior may be assigned to the Alternative Education Program. Students assigned to the Alternative Education Program will be evaluated on attendance and punctuality, academic performance in their core subjects, behavior and social interaction. There will be an exit conference required with the students and parents before the student resumes his/her regular program. Students will receive an incomplete in all non-core subjects that they cannot participate in while in Alternative Education.

Lunch Detention

All assigned lunch detentions must be served. Failure to do so may result in after School Detention. Lunch detentions are served during the students assigned lunch period.

Detention

All assigned detentions must be served. Failure to serve detention may result in assignment to In-school Suspension until the detention is served. Students who do not complete their detentions by the end of the year may be required to fulfill their obligation prior to taking their final exams. Teachers are permitted to assign before or after school detentions under their own supervision in their classroom.

In School Suspension

Student behaviors may require removal from the regular day program and into In-School Suspension. Students assigned to In-school suspension are required to complete academic assignments from their subject teachers while in the program.

Exclusion from school

Suspension is exclusion from school and school activities for a period of from one (1) to ten (10) consecutive school days. No student shall be suspended without due process. 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.

In cases where the student is suspended "out of school" and where the parents cannot be notified or transportation is not available, the student will remain in the office or in In-School-Suspension for the completion of the current school day. In all cases of suspension, the parents are to assume the responsibility of the student during the suspension period and may be required to come to school with their son/daughter when applying for reinstatement. At this time, it will be necessary that commitments for correct behavior be made to school officials while the student is in the company of his/her parents or guardian.

Students under suspension are not permitted to participate in or attend any school-sponsored activities both on and off Lower Dauphin School District property.

Students shall have the responsibility to make up exams and work missed while under suspension.

Any student consistently violating school rules, guilty of gross disobedience, or who does not correct his/her behavior after suspensions have been administered will be recommended to the Superintendent for further disciplinary action, which may include expulsion from school.

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly appointed committee of the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student. The procedures of Due Process will be followed.

Student Misconduct/Disciplinary Response Structure

Level 1 - Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

EXAMPLES

Sleeping in class, public display of affection (except holding hands), arguing, failure to follow directions, classroom misconduct, failure to follow food restrictions, hallway passport misuse, card playing, nondefiant failure to follow directions or complete assignments, unprepared for class, amplified music in public places.

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior becomes a level 2 violation. An accurate record of the offenses and disciplinary action is maintained by the teacher. A copy of this report must be forwarded to the counselor and principal with the original being sent directly to the parent.

DISCIPLINARY OPTIONS/RESPONSES

Verbal reprimand, special assignment, conference, withdrawal of privileges, student contract, teacher detention, lunch detention. A parental contact is made. The classroom teacher will handle students misusing their hallway passport privileges. For example, for a first offense, the classroom teacher may revoke the student's hallway passport privileges for ten school days. Following the ten-day revocation, if the student repeats the behavior, the teacher reports the unmodified behavior using the normal disciplinary referral process.

Level 2 - Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

EXAMPLES

Unmodified level 1 misconduct, cheating and lying, plagiarism, failure to serve detention for a teacher, improper dress, misconduct outside the classroom (hallway, cafeteria, and parking lot), defamation of character, unauthorized presence, possession of offensive literature.

PROCEDURES

The student is referred to the Guidance Counselor with appropriate records. The Guidance Counselor meets with student and teacher and effects the most appropriate disciplinary option.

The counselor keeps an accurate record of the offense and the disciplinary action is recorded in the student disciplinary file. Repeated misbehavior becomes a level 3 violation.

DISCIPLINARY OPTIONS/RESPONSES

Schedule change, parental conference, counseling, lunch detention, detention, referral to student assistance, referral to outside agency.

Level 3 - Acts against persons or property whose consequences do not seriously endanger the health or safety of others.

EXAMPLES

Unmodified level 2 misconduct, class cut, truancy, leaving school property without permission, possession of prohibited electronic devices, **tardy to class**, possession of laser pointers, bus misconduct, unauthorized use of parking facilities, disrespectful speech, racist comments, open defiance of authority, forgery of notes or passes, unexcused absences, violation of state vehicle code, minor vandalism, fighting, late arrivals, threatening telephone calls, unlawful harassment, hazing, bullying, food fights, intimidation, profanity, obscene gestures, indecent conduct, downloading and deleting files, unauthorized computer use. Misconduct at school sponsored activities.

PROCEDURES

The administrator investigates the infraction and confers with staff on the extent of the consequences if necessary. The administrator meets with the student and communicates with the parent about the student's misconduct and the resulting disciplinary action. The administrator may make referral to the District Superintendent. There is restitution of damages.

An accurate record of offenses and disciplinary action is maintained. Repeated misbehavior becomes a level 4 violation.

DISCIPLINARY OPTIONS/RESPONSES

Temporary removal from class, written warning, student schedule change, community service, withdrawal of parking permit, lunch detention, detention, alternative education program, in-school suspension, out-of-school-suspension, administrative hearing, Board hearing, law enforcement agency contract, referral to SAP team as appropriate, prosecution with the District Justice.

Level 4 - Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are clearly criminal and always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action.

EXAMPLES

Disorderly conduct, possession, sale or use of a controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs) coming to school under the influence of drugs and alcohol, arson, extortion, bomb threats, possession of weapons, hate crimes, false fire alarms, indecent exposure, criminal trespass, possession/use of fireworks and explosives, possession/use of

tobacco, striking an employee of the school district, theft, major vandalism, assault and battery, terrorist threats, ethnic intimidation, any violation of Pennsylvania's Criminal Code not previously covered.

PROCEDURES

The administrator verifies the offense, confers with staff and meets with the student.

The parents are notified and the student is removed from the school premises, if appropriate.

School officials contact law enforcement agencies and assist in prosecuting the offender where appropriate.

Referral of drug and alcohol policy violations to SAP.

A complete and accurate report is submitted to the superintendent for board consideration.

DISCIPLINARY OPTIONS/RESPONSES

Withdrawal of parking permit, Board hearing, expulsion, Alternative Education Program, in-school suspension, out-of-school suspension, law enforcement officials contacted, mandatory referral of controlled substance violators to SAP team. Drug and alcohol violators to SAP team, Drug and alcohol violators must agree to the recommendations of SAP team or be referred for expulsion from school.

Any student who is suspended out-of-school may not return without an in school parental conference.

Threats to Kill – In addition to the above-mentioned disciplinary actions, students found guilty of “threatening to kill another” will be subjected to:

(a) psychiatric evaluation, (b) loss of locker privileges, and (c) daily searches for a period of time to be determined by the school principal.