

Welcome Page – changes to wording:

Dear Students, **Parents, and Guardians;**

The Southern Lehigh Middle School administration, faculty, and support staff welcomes you and wishes you a productive, exciting, and successful school year.

The **student handbook** provides you with an important tool to assist you in organizing your school responsibilities. ~~You will note a change this year, the School Board approved student handbook can now be found on the Middle School website and will no longer be contained within the agenda book.~~ The handbook contains, in addition to useful information, the approved standards of comportment incumbent upon all students. Parents may use the **provided** agenda book to communicate with their child's teacher and to monitor school activities and assignments.

At Southern Lehigh Middle School we are committed to excellence. As we accept the adventures of a new school year, we ask every student, parent, **guardian** and teacher to work together in striving towards excellence.

Table of Contents –

Removal of page numbers and format for web w/hyperlinks

Changes to

Bus Discipline **& Procedures**

Health Services – Additional wording - Change in Immunization Policy

Immunization Policy

The Pennsylvania Department of Health has changed the School Immunization Law. Parents/guardians must provide documentation of immunizations and or a written plan from their child's doctor before the start of the 2017/2018 school year.

Under the new law, if documentation is not provided within the first five days of school, then the child must be excluded from school. We do not want to exclude any student, so we are committed to work with all families to support them in ensuring requirements are met. Please work with your child's physicians to ensure all immunizations have been given. Exemptions for moral, medical and religious reasons remain in place under the new regulations.

Medications

However, ~~the school nurses are assigned to several schools and are not available to all schools at all times to administer medications. In some cases, when physicians are made aware of the situation, they are able to set up a medication schedule eliminating the need for medication during school hours. However, should it be necessary for the student to receive medication during the school day,~~

Testing Information - Keystones

Keystones

Keystone exams are end the course assessments designed to evaluate proficiency in academic content. 7th and 8th grade students enrolled in an Algebra I course are required the Department of Education to participate in the Keystone Exams

Student Behavior – Rewording and addition

School rules shall govern student conduct on school property, on school buses and at any school sponsored event including extracurricular and co-curricular activities or while representing Southern Lehigh School District. Students know what is expected of them and they are aware of what happens when their actions interfere with others. The faculty and staff hope that all students will follow school rules, however, the school will discipline those who break school rules.

Discipline Philosophy

Discipline in the secondary schools is designed to help students learn how to behave and function as good citizens within the larger school environment. Discipline is not just about consequences, but also about teaching. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment.

Bus Code of Conduct – Removal of Levels of Infraction and Consequence. All bus infractions will be absorbed into the general code of conduct.

which follows this section of the handbook.

The definitions of typical infractions are listed below.

Offenses listed are typical and representative but, by no means, comprise a complete list.

Level I

- 1.— Littering on the bus.

****See Level I Procedures pg. 23 for disciplinary action to be taken.**

Level II

- 1.— Climbing over seats.
- 2.— Spitting.
- 3.— Tussling.
- 4.— Failure to comply with the reasonable request of the driver.
- 5.— Abusive language to other students.
- 6.— Use of water pistols or other water propellants.
- 7.— Throwing things on the bus or out of the bus, which do not interfere with the safety on the bus.
- 8.— Being on the wrong bus or getting on or off at the wrong stop without proper authorization.
- 9.— Moving from seat to seat or in the aisles when the bus is in motion.

**** See Level II procedures pg. 24 for disciplinary action to be taken.**

Level III

- 1.— Abusive language to the driver
- 2.— Minor vandalism (Restitution is required.)
- 3.— Insubordination
- 4.— Fighting
- 5.— Behavior in a manner which would distract the driver, such as yelling, pounding on walls, floors or ceiling of the bus.
- 6.— Harassing or aggravating other students.
- 7.— Possession of a lighter or matches.
- 8.— Putting head or another part of the body outside of the bus.

**** See Level III Procedures pg. 25-26 for disciplinary action to be taken.**

Level IV

The following offenses represent behaviors that constitute safety concerns of a serious nature. In cases of criminal activity or serious safety concerns, the administrator in charge may suspend a student from bus privileges immediately. See Level IV procedures p. 22 for disciplinary action to be taken. These offenses include, but are not limited to, the following:

- 1.— Hitting the driver with a thrown object or throwing an object that constitutes a safety hazard.
- 2.— Tampering with or operating the emergency door except in cases of emergency.
- 3.— Leaving or entering the bus via the emergency exit.
- 4.— Behavior that constitutes a safety concern of a serious nature.
- 5.— Smoking
- 6.— Major Vandalism (Restitution is required)

Level V

The following offenses represent behaviors, which constitute safety concerns of a serious nature. In cases of criminal activity or serious concerns, the administrator in charge may suspend a student from bus privileges immediately. See Level V procedures p. 27 for disciplinary action to be taken. These offenses include, but are not limited to the following:

- 1.— Consumption, sale, distribution, transfer, or being under the influence of drugs or alcohol.
- 2.— Possession of drugs or alcohol.
- 3.— Physical attack on the bus driver.
- 4.— Tampering with the bus controls.
- 5.— Possession or use of a weapon.
- 6.— Any other violation of the Criminal Code.

Technology Code of Conduct – Removal of Levels of Infraction and Consequence. All technology infractions will be absorbed into the general code of conduct.

Technology Specific Disciplinary Actions

Possible infractions have been divided into five categories with corresponding levels of disciplinary action aligned with the Code of Conduct.

The definitions of typical infractions are listed below. Offenses listed are typical and representative, but by no means, comprise a complete list.

Level I

- 1.— The unauthorized use of computer and/or Electronic Communications Systems equipment (as defined in policy #815 AUP) beyond the main lobby from 7:30AM- 2:30 p.m. (including after school detention and Saturday detention).
- 2.— Failure to sign in to the network when using a laptop.
- 3.— Abuse of computer equipment.
- 4.— Revealing personal account and password information to others.
- 5.— Failure to properly secure school district issued laptops throughout the school day.
- 6.— Possession of a cellular phone or other electronic device during the school day

Level II

- 1.— Attempting to circumvent network firewall and/or network filtering.
- 2.— Using a laptop that was not assigned to the student in class.

- 3.— Signing in to the network using someone else's ID and password.
- 4.— The use of a cellular phone or other electronic device or having a cellular phone turned on during the school day. This includes text messaging.
- 5.— Playing games on the internet.
- 6.— Using school district devices for non-educational or disruptive purposes. (playing games, music, taking photographs)
- 7.— Misuse of student email accounts. This includes but is not limited to the sending and receiving of inappropriate messages on school district issued laptops.

Level III

- 1.— Interfere with, damage, modify in an unauthorized manner or disrupt computer or network users, services or equipment.
- 2.— Loading or installing software.
- 3.— Possession of pager/beeper by a student at school or any school activity is illegal.*
- 4.— Circumventing the network firewall and network filtering.

***NOTE:** These items will be held by an Administrator and returned to a parent. Exceptions include any student who serves as a volunteer fireman/ambulance person, family emergencies/illness and has prior approval by an administrator.

Level IV

- 1.— Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection.
- 2.— Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content.
- 3.— Use of a media device to tape or record a student or teacher without prior consent.

Level V

- 1.— Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "viruses", "chain letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not.
- 2.— Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content.

Student code of Conduct – Removal of Demerit system

In addition to a Code of Conduct with 5 levels, there is also a progressive disciplinary response as it relates to the accumulation of demerit points. Each student's total demerits are kept because it helps to indicate how serious a discipline problem he/she has been. **These steps are suggestions of**

interventions; other actions may be implemented. Disciplinary actions are at the sole discretion of the administration.

Step 1 (12 demerits)

- (a) Three Saturday morning detentions or an out-of-school suspension, at the discretion of the administration;
- (b) Probation (10 days); restricted social privileges;
- (c) Team conference to determine cause and means to correct student misbehavior. Student, parental, and school responsibilities will be determined;
- (d) Counseling sessions on "decision making" with a counselor.

Step 2 (24 demerits)

- (a) Four Saturday morning detentions or 1-3 days out-of-school suspension, at the discretion of the administration;
- (b) Probation (20 days); restricted social privileges;
- (c) Multi-Disciplinary Team (teachers, counselors/psychologist, parents, and administration) conference to design behavior contract.

Step 3 (36 demerits)

- (a) Five Saturday morning detentions or 3-5 days out-of-school suspension, at the discretion of the administration;
- (b) Probation (25 days); restricted social privileges;
- (c) Guidance referral—ongoing counseling to help students determine and maintain acceptable modes of behavior;
- (d) Psychological referral will be requested to seek specific recommendations to aid student's adjustment to school and for specific recommendations to aid school to deal with student;
- (e) Conference with the assistant principal in which the student and parent/guardian will be required to attend.

Step 4 (48 demerits)

- (a) Three to ten days out of school suspension;
- (b) Probation (30 days); restricted social privileges;
- (c) The principal will convene a team of staff members to assess the appropriate course of action with those students whose problems are severe and may fall outside the scope of the discipline code;
- (d) Conference with principal in which the student and parent/guardian is required to attend.

Step 5 (60 demerits)

- (a) 10 day suspension;
- (b) Probation (35 days); restricted social privileges;
- (c) Hearing with a central office administrator and/or incorrigibility hearing through the judicial system. Student and parent/guardian will be required to attend.

Step 6 (72 demerits)

10 days out of school suspension with a recommendation to the Superintendent of Schools for an expulsion hearing before the Board of School Directors or courts.

Miscellaneous

Each office referral shall result in the following to be sent home:

1. A statement notifying the parent of the office referral and the student's placement in relation to the discipline code;
2. A copy of the office referral form filled out by the teacher;
3. Teachers will be instructed by the administration to call parents, whenever deemed appropriate;
4. A suspension letter, if necessary. Suspension includes exclusion from all extracurricular activities.

Student Code of Conduct –The MS entire code of conduct was re-written to mirror what is in the HS Code of Conduct

Our secondary schools can better ensure disruption free learning environments by employing preventative and proactive approaches to student misbehavior.

As classroom managers, teachers will establish classroom rules and make decisions concerning appropriate discipline of students in class. Additionally, all secondary school staff members have responsibility to enforce school rules in common areas such as the halls, lavatories, cafeteria, etc.

The administration will work with teachers, parents, guardians and students to help students understand and comply with school rules. Parent and guardian support and cooperation is important in that it helps students to see adults as working partners in this process.

For the protection and safety of all students, please know that video and audio recording devices may be utilized on school buses. Behavior and communication of students, while riding school buses, may be used for purposes of student discipline under provisions of the District’s Bus Transportation Policy, Student Discipline Code, and the Public School Code.

The following listing of definitions and examples are not all-inclusive or encompassing. Student behavior is unique and individual; therefore, no list can be all encompassing. The following are put forth as examples in order to give students and parents a clear idea of both appropriate and inappropriate behavior of students.

Please be advised that certain offenses require disciplinary action according to district policy and state law

Level One

Failure to Follow Pass Procedures	Failure to obtain a pass from a faculty or staff member to go to desired location; being in the hallway without a pass; failure to see a teacher who provides you with a pass (e.g. labs & tutoring); leaving the cafeteria without prior permission. See “Passes” section in this handbook for additional information.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Warning • 2nd offence: Warning • 3rd offence: After School Detention
Other Minor Misbehavior	Misbehaviors that cause disruption or are off task during the school day. Examples include, but are not limited to, making loud noises,

	sleeping, being inattentive, publicly displaying affection, food outside cafeteria, wearing inappropriate apparel, failure to follow pass procedures.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Warning • 2nd offence: Warning • 3rd offence: After School Detention
Violation of Electronic Device	Use of any electronic device (including headphones/ear buds) in the middle school, use of electronic devices are prohibited in all areas. Any such device must be OFF and OUT OF SIGHT outside of study halls and lunch.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Warning • 2nd offence: Warning • 3rd offence: After School Detention
Minor Tech Violations	The unauthorized use of computer and/ or Electronic Communications Systems equipment beyond the main lobby from 7:30 a.m. – 2:30 p.m. (including after school detention and 3 HR after school detention; failure to sign in to the network when using a laptop; abuse of computer equipment; revealing personal account & password information to others).
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Warning • 2nd offence: Warning • 3rd offence: After School Detention
Unexcused Lateness To Class	Failure to report to class by the time the classroom bell rings.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Warning • 2nd offence: Warning • 3rd offence: After School Detention

Level Two

Peer to Peer Misconduct	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Detention • 2nd offence: Two Detentions • 3rd offence: Saturday detention for MS
Bus Problem	Infraction of the bus rules (delineated in the student handbook in the section entitled "Transportation") and/or other infractions outlined in the

	discipline code climbing over seats, spitting, tussling, failure to comply with the reasonable request of the driver, putting head or another part of the body outside of the bus, abusive language to other students, use of water pistols or other water propellants, being on the wrong bus or getting on or off at the wrong stop without proper authorization.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Detention • 2nd offence: Two Detentions • 3rd offence: Saturday detention for MS
Cutting Class	Failure to report to an assigned class. Teachers do not have the authority to allow students to miss other teacher's classes except for the preapproved activities or field trips. All students must secure permission from their classroom teacher before missing any part of that teacher's class.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Detention • 2nd offence: Two Detentions • 3rd offence: Saturday detention for MS
Refusing or Cutting After School Detention	Failure to report to an assigned detention by its official start time (2:30 pm for High School, 2:40 pm for Middle school)
- Enforcement	<ul style="list-style-type: none"> • 1st offence: One additional detention, for a total of two • 2nd offence: Saturday detention • 3rd offence: Saturday detention for MS
Cutting 3 Hr/Saturday Detention	Failure to attend an assigned 3 HR/Saturday detention (cut, dismissal for inappropriate behavior, and/or no work). See 3 HR/Saturday morning detention section in the handbook for more information.
- Enforcement	<ul style="list-style-type: none"> • 1st offence: Two Saturday detentions • 2nd offence: Three Saturday detentions • 3rd offence: Out of School Suspension
Unexcused Lateness to School	Failure to report to block 1 by the time the 7:40 a.m. bell rings. All students who arrive after the block 1 bell has rung MUST report to the main office to sign in.
- Enforcement	<ul style="list-style-type: none"> • 5 times: Parent / Guardian Notified • 10 times: Saturday detention – Parent/Guardian Notified • 20 times: Saturday detention – Parent/Guardian Notified Doctor's note may be required for each tardy. • 25 times: 2 – Saturday detentions – Parent/Guardian Notified Doctor's note may be required for each tardy. • 30 times: 2 – Saturday detentions – Parent/Guardian Notified Doctor's note may be required for each tardy.

	<ul style="list-style-type: none"> 35 times or more: 3 – Saturday detentions – Parent/Guardian Notified <p><i>Doctor's note may be required for each tardy.</i></p>
Academic Honesty Violation & Forgery	Forgery is the act of intentionally representing one's own work as another's. Plagiarism/Cheating is the act of presenting, either intentionally or unintentionally, another person's work as one's own. See "Academic Honesty" section of this handbook.
- Enforcement	<ul style="list-style-type: none"> 1st offense: No credit given for document presented, Saturday detention & 3 day Suspension from activities 2nd offense: Two Saturday detentions; no credit given for document presented & 5 day suspension from activities 3rd offense: Student receives a failing grade for the course (WF). Student is suspended for 1 –3 days and receives an additional 10 day suspension from all extracurricular activities. Parent / Guardian are contacted to schedule a conference.
Foul & Obscene Language	Conversational use of foul and obscene language. (Excluding Racial / Ethnic / Protected Class Language which is a Level III)
- Enforcement	<ul style="list-style-type: none"> 1st offense: one detention 2nd offense: two detentions 3rd offense: Saturday detention
Insubordination	Failure to promptly follow a staff member's directive or doing so with defiance or disrespect.
- Enforcement	<ul style="list-style-type: none"> 1st offense: one detention 2nd offense: two detentions 3rd offense: Saturday detention
Leaving School	Leaving school grounds without permission before the end of the student's school day.
- Enforcement	<ul style="list-style-type: none"> 1st offense: one detention 2nd offense: two detentions 3rd offense: Saturday detention
Level 1 Unmodified Misbehavior	Continuation of any Level 1 misbehavior previously addressed by a teacher or administrator.
- Enforcement	<ul style="list-style-type: none"> Depends of the severity of the infraction, detentions, Saturday detentions or suspensions may be assigned.
Minor Verbal Altercation	Verbal conflict by two or more parties

- Enforcement	<ul style="list-style-type: none"> • 1st offense: Saturday detention • 2nd offense: Saturday detention • 3rd offense: In School Suspension
Other More Serious Misbehavior	Misbehaviors that substantially disrupt the school environment within the classroom or without. Examples include, but are not limited to, cafeteria problems, disruption during a scheduled assembly or field trip, "panting", etc
- Enforcement	<ul style="list-style-type: none"> • Depends of the severity of the infraction, detentions, Saturday detentions or suspensions may be assigned.
Violation of Computer Use	Infraction of any of the computer, internet or laptop rules delineated in the school Board's Acceptable Use
- Enforcement	<ul style="list-style-type: none"> • Responses depend on the severity of the infraction. Detentions, suspensions, or laptop take home privileges revocation may be assigned. • Access to the internet, and/or the school network may also be denied for certain periods of time. • Possible police notification
Acceptable Use Policy	
- Enforcement	<ul style="list-style-type: none"> • Responses depend on the severity of the infraction. Detentions, suspensions, or laptop take home privileges revocation may be assigned. • Access to the internet, and/or the school network may also be denied for certain periods of time. • Possible police notification

Level Three

Note: Depending of severity, these consequences may accelerate.

Truancy	<ul style="list-style-type: none"> • A student is truant if he/she incurs three (3) or more unexcused absences in a current school year. • A student is habitually truant if he/she incurs six (6) or more unexcused absences in a current school year. • Unexcused absences occur when: <ol style="list-style-type: none"> 1. a student is absent without valid reason, 2. a student is habitually tardy, 3. a written note with valid excuse is not received by the school within three days of the student's return, 4. a doctor/judicial agency note is not provided and the student's absences total 6 or more school days, and 5. a student is absent due to a trip NOT approved in advance by the principal/assistant principal.
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	<ul style="list-style-type: none"> The school will notify parents/guardians within 10 days of a student's third unexcused absence that the student is truant.
- Enforcement	<ul style="list-style-type: none"> A School Attendance Improvement meeting will be offered if the student continues to accumulate unexcused absences. The outcome of the meeting will be to develop and document a School Attendance Improvement Plan. In cases of habitual truancy (six or more unexcused absences) the school may refer the student to a school or community based truancy prevention program, refer to the county children and youth services, or file a truancy citation against parents/guardians with the Office of the District Magistrate. Penalties for truancy include: <ul style="list-style-type: none"> \$300 fine plus court costs for the first offense, \$500 fine plus court costs for the second offense, and \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign Community Service or approve the student's participation in a program designed to improve attendance. The Court may also suspend the sentence if the student attends school in accordance with the court's plan.
Fighting	Intentional physical contact by two or more parties
- Enforcement	<ul style="list-style-type: none"> Middle School: Combination of OSS and ISS depending on the severity of infraction Police notification
Verbal Assault	Aggressive use of words to attack a student or teacher in order to demean, belittle, incite, anger, or otherwise provoke.
- Enforcement	<ul style="list-style-type: none"> One or two day(s) of OSS Police Notification
Possession, Sale, or Use of Tobacco	Possession of tobacco or smoking paraphernalia in or on school property
- Enforcement	<ul style="list-style-type: none"> Two Saturday detentions Police Notification Possible \$50.00 fine
All Other Forms of Harassment/Intimidation	All other verbal, written, graphic or physical conduct 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 academic performance. Otherwise adversely affects an individual's learning opportunities
- Enforcement	<ul style="list-style-type: none"> • 1st Offense: 1 – 2 day OSS • 2nd Offense: 5 day OSS • 3rd Offense: 10 day OSS & possible expulsion • Police Notification
Bomb Threat	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
- Enforcement	<ul style="list-style-type: none"> • Ten day OSS • Possible referral for expulsion • Police Notification
Conduct that Presents Danger to the Health and Welfare of Others	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc.)
- Enforcement	<ul style="list-style-type: none"> • Varies, depending on severity • Police Notification
Disorderly Conduct	Intent to cause an inconvenience, annoyance, or alarm, or recklessly conduct. A person who engages in fighting or threatening, or in violent, or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene gesture; creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Police Notification
Level II Unmodified Misbehavior	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS
Possession of a Weapon	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have.
- Enforcement	<ul style="list-style-type: none"> • Ten day OSS

	<ul style="list-style-type: none"> • Possible referral for expulsion • Police notification
Possession/Use of a Controlled Substance	Possession or use of controlled substances in or on school property or at school sponsored events.
- Enforcement	<ul style="list-style-type: none"> • Ten day OSS • Mandatory drug and alcohol assessment / SAP Referral • Possible referral for expulsion • Police notification
Simple or Aggravated Assault	Intentional physical contact of another person without retaliation.
- Enforcement	<p>Ten day OSS</p> <p>Possible referral for expulsion</p> <p>Police notification</p>
Racial/Ethnic/and or Protected Class Intimidation	Malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Reckless Endangerment	Any act that creates a substantial risk of serious physical injury to another person.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: Combination of OSS and ISS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Sexual Harassment	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Terroristic Threats Excluding Bomb Threat	Committing an act for the purpose of terrorizing another or of causing panic or fear.

- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Theft	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Threatening School Official or Student	Any form of expression that conveys the intent to cause bodily harm to an individual or his/her family.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Trespassing	Unlawfully entry by a person into a private property or area within the building without permission; or being on school property while on OSS.
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Vandalism	Doing damage to school property
- Enforcement	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS • Possible Police Notification
Advanced Technology Infractions	Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in

	<p>the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "Viruses", "chainletters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content.</p>
<p>- Enforcement</p>	<ul style="list-style-type: none"> • 1st offense: 3 day OSS • 2nd offense: 5 day OSS • 3rd offense: 10 day OSS (depending of severity these consequences may accelerate).

Additional Disciplinary Guidelines

1. Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
2. Restitution must be made whenever property damage, vandalism or theft takes place.
3. A student who receives no disciplinary referrals for one marking period may be reinstated to the first step of each level for all subsequent disciplinary action (this applies to Level I, II and III violations only).
4. The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
5. The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include athletic events, field trips, proms, class trips, and dances.
6. All disciplinary action that results from end of the year violations of the Code of Conduct must be served before final exams are taken.
7. No more than three after school detentions can be accumulated. All others will become 3hour after school detentions. No more than two 3hour detentions can be accumulated. All others will become 12days of out of school suspension.
8. Senior students must complete all detentions, including 3hour after school detentions, prior to obligation day. Any outstanding detention will be considered an obligation owed.
9. Suspended students may not be on school grounds at any time during their suspension. This includes before and after school activities.

Hearing/Right of Appeal

Informal Hearings

Any student subject to suspension of more than three days will be given an informal hearing before an appropriate school official to explain the circumstances surrounding the events for which the student is being suspended or to show why the student should not be suspended. The informal hearing shall be offered within the first five days of the suspension. The following due process requirements will be observed:

1. Notification of the reasons for the suspension in writing, given to the student and parent or guardian.
2. Sufficient notice of the time and place of the informal hearing.
3. The right to question any witnesses present at the hearing.
4. The student's right to speak and produce witnesses on his own behalf.

Formal Hearings

Students facing expulsion from school for more than ten days will be afforded all appropriate elements of due process including a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A hearing committee's decision is advisory in nature to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

At the formal hearing, the following due process requirements will be observed:

1. Notification of the charges in writing, sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to request that any such witness appear in person and answer questions or be cross examined.
7. The student's right to testify and produce witnesses on his own behalf.
8. A record must be kept of the hearing, either by tape recorder or stenographer. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be held in private, unless the student or parent/guardian request a public hearing.

Appeals

The student and/or his parents/guardian may appeal any ruling by a school official to that official's immediate supervisor. Appeals to the Superintendent of Schools and the Board of School Directors must be made in writing on a form available in the school office and addressed to the Superintendent of Schools. Any appeal must be made promptly, usually within 48 hours. It must be pointed out that no student will be permitted to graduate while an appeal is in progress. An appeal to the Superintendent will be heard within 15 days of receipt of the appeal forms. Should the parent/guardian be dissatisfied with the Superintendent's decision, they may present their appeal to the Board of School Directors. This appeal must be heard at the next regularly scheduled board meeting unless other arrangements have been mutually agreed upon. Failure of the parent/guardian to present the appeal to the Board within 45 days will nullify the appeal.