

## ATTACHMENT M: DISCIPLINE POLICY

YSWPCS staff and students value the dignity of all members of the school community at all times. We respect the rights of students to make choices and to experience the consequences of those choices. Students are taught decision-making, problem-solving and conflict resolution skills to develop their abilities to make sound choices.

### General Discipline Procedures

The following methods will be employed when dealing with student behavior:

- \* Classroom and building rules will be cooperatively established, reviewed, and enforced.
- \* Positive behavior will be recognized and encouraged.
- \* Causes for misbehavior will be analyzed to facilitate prevention of behavior problems.
- \* Alternative approaches for dealing with the child's behavior will be developed based on the analysis of causes as well as the effectiveness of previous approaches.
- \* Logical and natural consequences for behavior will be applied.
- \* Communication among staff, students, and parents will be ongoing.
- \* The effectiveness of behavior plans will be monitored, evaluated, and revised as necessary.

Children and teachers will discuss the following specific school procedures in detail during the first week of school:

1. Keep hands, feet and objects to yourself.
2. Follow staff directions immediately.
3. Walk, except on the playground.
4. Stay on the school grounds.
5. Use acceptable language.
6. Ask permission before using or touching another student's personal belongings.
7. Leave chewing gum at home.
8. Work and play safely.

### What to Leave At Home

Game Boys, Walkmans, and other hand-held technology, including cell phones, should remain at home for two reasons: potential loss or breakage, and the risk of distracting students from school activities. The school will not be responsible for loss, and parents may collect any such items their child brings to school from the reception desk at their earliest convenience. Teachers may request that other items stay at home as well.

YSWPCS will comply with state and federal regulations dealing with Student Discipline Code. Parts of Chapter 12 of the Pennsylvania Code are provided below.

### Extended Day Discipline Procedures

The Extended Day Program is an optional program open to all students, with parental permission. It is intended to be part of the educational offerings at YSWPCS. While the atmosphere is more casual than during regular hours, students are still expected to be attentive and behave respectfully toward instructors, volunteers, and fellow students. The following is the contract signed by students as part of their commitment to participating in the program.

**EXTENDED DAY BEHAVIOR CONTRACT**

Our goal in having families complete the behavior contract is to make sure there is a mutual understanding of expectations between parent, child and Extended Day teachers. This enables the teachers to **provide a safe, relaxed and enriching environment for all children**, as outlined in the program’s mission statement. While children are participating in the Extended Day Program they are expected to follow the same guidelines of **respect for self and others** as they do in the classroom or at any other time at Young Scholars of Central Pennsylvania Charter School. As part of the registration process, children in grades K-5 are asked to “contract” with their parents and the Extended Day Program by signing the form below.

**The children play an important role in maintaining a positive environment by managing their behavior.** In the Extended Day Program, the schedule is more flexible and atmosphere is very relaxed, somewhat similar to what they encounter in recess during their academic day. With these privileges come responsibilities and many choices. Our hope is that your child makes appropriate behavioral choices during extended hours clubs and activities.

If the Extended Day teacher(s) feel that a child is not complying with school rules and behavioral expectations, it is their responsibility to redirect the child(ren) involved towards more appropriate behavior. This redirection may include one or several of the following steps as deemed appropriate by the extended day teacher:

- Discuss behavior with the student(s) involved
- Intervention (i.e., time out, restricted activity, detention hall)
- Referral to the Assistant Principal or Extended Day Coordinator
- Disciplinary Report and/or Parent Conference
- Probation (Extended Day)
- Expulsion (Extended Day)

We hope this contract will help meet the needs of all of the children attending the Extended Day Program. Please sign and return the completed form to the Extended Day Coordinator.

**EXTENDED DAY BEHAVIOR CONTRACT**

Child’s name: \_\_\_\_\_ Grade: \_\_\_\_\_

I want Extended Day to be safe and fun. I promise to make good choices and to respect teachers and other students. If I do not choose to follow school rules, I will accept the consequences of my behavior.

Parent’s or guardian’s signature:  
\_\_\_\_\_

Child’s signature:  
\_\_\_\_\_

Date \_\_\_\_\_

## **STUDENT DISCIPLINARY CODE**

### **OFFENSES and CONSEQUENCES**

#### **Level I Offense**

1. Tardy to class.
2. Inappropriate use of language.
3. Minor disruption of class.
4. Minor disrespect to a faculty member.
5. Improper use of computers and Internet.
6. Eating and drinking (including chewing gum) in the classroom.
7. Failure to complete work.
8. Failure to attend teacher detention (1st offense).

A Level I offense results in:

- Student being asked to stay after class to speak with his/her teacher.
- Student's Mentor being informed of his /her inappropriate behavior.
- Student being required to stay after school for an extended period of time.

If Level I offenses are recurring, the following consequences may apply:

- Student will be required to meet with his/her teacher and mentor. If it is deemed necessary, student's parent/guardian will also attend this meeting.
- A report will be sent to the Principal or his/her designee.
- Student will be required to meet with the Principal or his/her designee who will determine if further action is appropriate.
- Student will be sent home. Student will not be allowed to return to school until he/she has met with his/her teacher, the Principal or his/her designee and his/her parent/guardian.

#### **Level II Offense**

1. Behavior that disrupts the learning climate of the class/school:
2. Tardy to school after 9:00 a.m.(without a phone calls or note from parent/guardian).
3. Cutting class, town meeting.
4. Lying to faculty/staff.
5. Repeated failure to attend teacher *detention* (see following definition).
6. Failure to identify oneself properly to faculty, staff, or security.
7. Leaving the classroom without permission.
8. Leaving the building without permission.
9. Smoking on school grounds.
10. Disrespect to students or faculty.
11. Blatant disrespect to students or faculty with profanity.
12. Blatant disrespect in and/or disruption of a place of business in our community during school hours.
13. Loitering in school or on grounds.
14. Gambling.
15. Cheating
16. Consistent abuse of lunch (open campus) policy.

A Level II offense results in:

- Student being referred to the Principal or his/her designee.
- In-School *Suspension* (see following definition).
- *Detention* (see following definition)

- Student being sent home. Student will not be allowed to return to school without a parent or guardian.
- Student's parent or guardian being contacted immediately and informed of his /her offense.
- Out-of-School *Suspension* (see following definition).
- Meeting with student's parent/guardian and the Principal or his/her designee.
- Student being required to perform a service project.
- Student being required to submit a written apology to the appropriate person(s) and/or the whole school community.

### **Level III Offense**

Behavior that threatens person or property and may be considered criminal in nature:

1. Sexual harassment.
2. Fighting.
3. Hazing.
4. Theft
5. Forgery and/or plagiarism.
6. Threatening behavior.
7. Vandalism.
8. Throwing dangerous objects.
9. Animal abuse.
10. Possession or use of weapon or explosives.
11. Assault.
12. Drug/alcohol violation.
13. Setting a fire.
14. Setting a false alarm.
15. Reoccurring class disruption and/or lack of preparation for school.
16. Gross misconduct.

A Level III offense results in a situation where all Level II Consequences may apply as well as the following:

*Expulsion* (see the following definition)

### **Definitions**

**Short term suspension** - refers to the removal of a student from school for disciplinary reasons for a period of fewer than ten days.

**Out-of-School Suspension** - Out of school suspension means a student has temporarily lost the right to attend school or set foot on school grounds during a set period of time determined by the Principal according to offense. Student may not return from suspension without parent/guardian.

**In-School Suspension** - In-school suspension is the requirement of a student to attend school. Rather than attend classes, the student will spend the day with the Principal or his/her designee until 3:05 p.m. or for as many days as it takes for the student to prove that he/she is prepared to return to class. Assignments from teachers must be brought to the student, who is expected to be on task.

(a) No student may 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.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) 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 (relating to hearings).

(d) The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

**After-School Detention** - This is the requirement of a student to attend after-school detention with the classroom teacher or his/her designee for the required number of days according to offense. Detention is from 3:05 p.m. until 4:00 p.m. and may not be missed for any reason. Prearranged after-school activities, doctor's appointments, or a job, are not considered acceptable reasons to miss detention. Missing detention or arriving late will result in further disciplinary actions.

**Being Sent Home** -Being sent home means a student has to leave school grounds when asked by the Principal or his/her designee with the understanding that the student will go directly home. Parents or guardians will be contacted immediately. The student may not return to school without a parent or guardian.

**Exclusion and Expulsion** - (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § PA Code Title 22, 14.35 (Reserved).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) No student shall 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.

(iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) 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.

(2) Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under § 12.8.

(c) 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 normal class except as set forth in subsection

(d) 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, morals 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, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

(e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.

(2) If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.

(3) If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

## **Hearings**

(a) Education is a statutory right, and students must be afforded all appropriate elements of 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, which is a fundamental element of due process.

(b) 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. 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.

(1) The following due process requirements are to be observed with regard to the formal hearing:

(i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(ii) Sufficient notice of the time and place of the hearing must be given.

(iii) The hearing shall be held in private unless the student or parent requests a public hearing.

- (iv) The student has the right to be represented by counsel.
  - (v) 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.
  - (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - (vii) The student has the right to testify and present witnesses on his own behalf.
  - (viii) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - (ix) The proceeding must be held with all reasonable speed.
- (2) Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
- (c) 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.
- (1) The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- (2) The following due process requirements are to be observed in regard to the informal hearing:
- (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
  - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
  - (iii) A student has the right to question any witnesses present at the hearing.
  - (iv) A student has the right to speak and produce witnesses on his own behalf.
  - (v) The district shall offer to hold the informal hearing within the first 5 days of the suspension.

### **Due Process**

The Principal may impose short term or long term suspensions consistent with the provisions of this handbook. The student will be told the reason for the disciplinary action and given the opportunity to present his/her version of the events. In addition, if the suspension contemplated is longer than ten school days, then the student will have the right to present witnesses on his / her behalf.

In the event that a suspension is implemented the school will notify the parent / guardian by phone of the incident and the terms of the suspension. A formal written notice specifying the offenses and the terms of the suspension will be sent to the student's last known address via express mail within twenty four hours. A student suspended from school may only return to school when accompanied by a parent, guardian or other adult who may be designated.

A student may appeal his / her suspension to the Board of Trustees. The Board shall convene a hearing at the earliest possible date. The Board will give the student the opportunity to present his or her appeal, and may ask questions of the student.

The Board shall respond to the student appeal within 48 hours. The Board may by majority vote overturn or modify the decision of the Principal.

Only the Board of Trustees may expel a student. Upon the recommendation of the Principal, the Board will convene an expulsion hearing. The student will be given a written statement of the charges and will have the opportunity to present his/her case to the Board, call witnesses and have representation present. The student will also receive a list of community agencies and free legal assistance that may be available.

The Board's decision shall be in writing and shall be sent to the student's last known address within 48 hours of the hearing.

Notices and conferences will be conducted in the dominant language or mode of communication used by the parents or persons in parental relation to the student.

### **Disciplinary Procedures for Students with Disabilities**

Students with disabilities have the same responsibilities and rights as other students and may be disciplined for the same behavioral offenses.

1. Students for whom the IEP includes specific disciplinary guidelines will be disciplined in accordance with those guidelines. If the disciplinary guidelines appear not to be effective or if there is concern for the health and safety of the student or others if those guidelines are followed with respect to a specific infraction, the matter will be immediately referred to the Committee on Special Education ("CSE") for consideration of a change in the guidelines.

2. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with standard school policy relating to each infraction. The CSE must be notified immediately of any suspension from classes, and will arrange appropriate alternate instruction.

If there is any reason to believe that the infraction is the result of the student's disability, the student must be immediately referred to the CSE. If a connection is found, no penalty will be imposed. The CSE will consider a possible program modification.

If a student identified as having a disability is suspended during the course of the school year for a total of ten days, such student must be immediately referred to the CSE for reconsideration of the student's educational placement. Such a student may not be suspended for a total of more than 10 days during the school year without the specific involvement of the CSE prior to the 11th day of suspension since such suspensions are considered to be a change in placement.

In considering the placement of students referred because of disciplinary problems, the CSE will follow its ordinary policies with respect to parental notification and involvement.

3. The CSE shall meet within seven days of notification of any of the following, for the purpose of considering a change in placement for the student involved.

- The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days.
- The commission of any infraction that is a result of the student's disability.
- The commission of any infraction by a disabled student, regardless of whether the student has previously been suspended during the school year if, had such infraction been committed by a non-disabled student, the principal would seek to impose a suspension in



excess of five days.

### **Student Conduct on School Buses**

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the driver gives permission for you to leave.

The bus driver will refer discipline problems to the Principal in writing. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

(d) In situations where a parent or school board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

### **Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicaps.

### **Fire Alarms**

In the event that a student believes that a fire has broken out it is the student's responsibility to activate the fire alarm.

### **Searches**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

### **Academic Behavior Contract**

When students are being considered for expulsion, it is necessary to abide by this contract in order to remain in school. This contract has become

necessary as a result of poor attendance, failing academically, displaying poor behavior, and/or failing to adhere to school directives. Parents must take an active role in reinforcing the necessity of their child's compliance with school rules and regulations.

I \_\_\_\_\_ will follow school directives, rules, and regulations as stated in the Student Handbook for the remainder of my time at Young Scholars of Western PA Charter School (YSWPCS). I will also be respectful to all students and staff at YSWPCS. In the event I am referred to the office for violating school rules, I understand that I will be immediately expelled.

\_\_\_\_\_  
Administrator