

UNIONVILLE HIGH SCHOOL STUDENT DISCIPLINARY POLICY

The District's Administration, Dean of Students, teachers, and other authorized staff members will discipline students in accordance with this policy.

Philosophy

It is the goal of the administration, staff and parents to encourage students to exercise self-discipline. Students share the responsibility for creating an atmosphere that is conducive to learning.

Student Responsibility

It is the responsibility of the student to attend school regularly, to show conscientious effort in classroom work, and to conform to school rules and regulations. Most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning. No student has the right to interfere with the education of fellow students.

To fulfill this responsibility the student should:

1. Respect and protect the rights of teachers, students, administrators, and everyone else involved in the educational process.
2. Practice academic honesty. (See Student/Parent Handbook)
3. Express ideas and opinions in a respectful manner which does not offend or slander others.
4. Be aware of all rules and regulations for student behavior and abide by them.
5. Be willing to assist in investigations of disciplinary offenses.
6. Dress and groom so as to meet the standards established by the UCFSD Dress and Grooming Guidelines. An informal three-part test will also be administered to help determine the appropriateness of student attire. The student's school attire will be observed while the student is standing, sitting, and raising their hand to determine its appropriateness for school.
7. Assist the school staff in running a safe school for all students
8. Assume that until a rule is waived or altered it is in full effect.
9. Be aware of state and local laws and comply with them.
10. Protect and take care of school property.
11. Attend school daily and be on time to all classes and other school functions
12. Make up work when absent or suspended from school following established guidelines.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
14. Report accurately and do not use indecent or obscene language in student newspapers or publications.

Disciplinary Responses

Teacher Detention

Detention assigned by a teacher during school or after school for a maximum of 45 minutes. Students must be given 24 hour notification.

THE FOLLOWING DETENTIONS AND SUSPENSIONS ARE ASSIGNED BY HIGH SCHOOL ADMINISTRATORS AND/OR DEAN OF STUDENTS ONLY.

***Regular Detention - The detention must be served within 5 school days of the detention assignment.**

An after-school regular detention is held on **Tuesdays, Wednesdays, and Thursdays** from 2:30-3:15 p.m. A pupil should be notified at least the day before detention, as he/she must provide his/her own transportation. A student has the option of a same day detention if he/she has transportation home. A regular detention may be for a Level A or B offense.

***Extended Detention -The detention must be served within 5 school days of the detention assignment.**

A student may be scheduled for an extended detention which will be from 2:30-4:00 p.m. on **Tuesdays, Wednesdays, and Thursdays**. The student should be notified at least the day before detention, as he/she must provide his/her own transportation home from detention. A student has the option of a same day detention if he/she has transportation home. Extended detentions may be for a Level C offense.

***Saturday Detention - Saturday detentions must be scheduled within the next two available Saturday detention dates of the assignment.**

A student may be assigned to a Saturday detention which runs from 8:00 a.m to 12:00 noon. Saturday detentions may be assigned for a Level D offense.

Detention Rules for Students

The following are the student rules regarding detention. Any infraction of these rules may result in parent notification, removal from detention and further disciplinary action.

1. Quiet is to be maintained throughout the course of the detention.
2. Students should be involved in work at all times.
3. Radios, walkmans (ipods, mp3 players, etc.), food, and drink (with the exception of bottled water) are prohibited.
4. Lateness will be subject to the following:
 - After School Detention - No-tolerance lateness policy. Students will not be admitted to detention. Next level discipline will be assigned.
 - Saturday Detention - Students who are late from 8:00-8:10 a.m. will be admitted to detention as late. Level "B" detention will be assigned as a result of lateness. Students who are late after 8:10 a.m. will not be admitted to detention. Next level discipline will be assigned.
5. Sleeping and/or laying down of head is prohibited.
6. All school rules are in effect during detention time.

***Detentions will be reassigned only in the event of an extreme emergency.**

Temporary Suspensions

There are two different levels of suspensions - Level E and Level F. Level E suspensions are assigned for 1-3 days for offenses listed. Level F suspensions are assigned for 4-10 days for the offenses listed. During the period of a suspension, the student must make up all work missed. The student is not permitted on school grounds during the school day, at any school activity after school or in the evening for the period of the suspension. This includes a weekend over which the suspension extends. Suspended students are permitted to serve Saturday detentions while on suspension. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened. 22 PA Code Sec. 12.6(b)(1)(i).

Expulsion

Expulsion shall mean exclusion from school for an offense period exceeding 10 school days and may result in a permanent expulsion from school after a hearing with the School Board. A student may only be expelled by the School Board as outlined in the School Code of Pennsylvania.

Probation

After a student has completed a suspension or expulsion, the administration may place such student on probation. The administration shall give to such student and his/her parents written notice of the term and conditions of probation.

Referral to Law Enforcement or Social Service Agencies

As legally required or as otherwise appropriate, the administration will report a student's violation of this Code to law enforcement, court, and/or social service departments and agencies. Any action taken by a department or agency shall be deemed apart from and in addition to a student's discipline under this Code.

Locker Search Policy

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. 22 PA Code § 12.14

Cooperation

As per Administrative Guidelines for School Board Policy #227: *If a student refuses to cooperate with a search conducted in accordance with these guidelines, such refusal shall constitute further grounds for exclusion from school.*

Violation of Other School Rules and Policies

The administration may discipline any student who violates school rules or policies, so long as such student receives notice of such rules and policies and the penalties that may be imposed.

Application of Code

This Code shall apply to the conduct of students while on District premises or while engaging in school-related activities. The Code shall also apply to students' out-of-school conduct if such conduct constitutes a threat to the health, safety, morals, or welfare of other District students, teachers, administrators, and staff members.

Disciplinary Offenses Defined

The following offenses will lead to disciplinary action, which may include a student's exclusion from school by suspension or expulsion.

Level A Offenses

1. Rough or boisterous behavior, including running, shoving, pushing, and shouting
2. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).
3. Failure to complete an assignment during class.
4. Failure to follow a direction by a teacher or other authorized staff member.
5. Lateness to class, study hall, or activity (less than ten minutes).
6. Intimate contact with another student, including kissing and embracing.
7. Violation of UCFSD Dress and Grooming Guidelines.

Disciplinary Responses

Detention assigned by teacher, Dean of Students, and/or administrator.

The teacher will assign his/her own detention. The student will be required to report as directed by the teacher.

Level B Offenses

1. Any Level A Offense that a teacher finds necessary to refer to an administrator.
2. Third unexcused lateness to school within a semester.
3. Failure to sign in at the Attendance Office when late to school.

Disciplinary Responses

A student who commits a Level B Offense will receive a regular detention.

Level B Offenses, continued

4. Profanity or other abusive language - not directed at administrator, teacher, or other staff member.
5. Causing a disturbance in a hallway, lobby, lavatory, or other common area (including lawns, sidewalks, playgrounds athletic fields, and parking lots).
6. Unauthorized riding on an elevator or failure to return key. (Discipline will include loss of deposit).
7. Unauthorized use of radio, tape recorder or player, camera, video camera, computer, disc player, cell phones, other similar devices, pagers or beepers (except in accordance with the exceptions of Section 1371.1 of the Public School Code).**
8. Cafeteria misbehavior, including rough or boisterous behavior and causing a disturbance.
9. Loitering in bathrooms, hallways, lobbies or other common areas.
10. Failure to serve a teacher detention.

***Parents may be required to pick up cell phones from school. Failure to turn over cell phones to faculty or staff when requested may result in additional discipline.*

Level C Offense

1. The commission of a Level A or B Offense when a student has committed a Level B offense within a school year.
2. Cutting class (absence from class, study hall, lunch, or activity ten minutes or more). A grade of "0" will be assigned for work due during the period. **
3. Leaving class without permission
4. Throwing food or other objects.
5. Failure to serve a regular detention.

Disciplinary Responses

A student who commits a Level C Offense will receive one or more extended detention(s).

**** 2 Extended Detentions**

Level C Offenses, continued

6. Fighting - no punches thrown or no apparent injury.
7. Misbehavior on district transportation (rough or boisterous behavior causing a disturbance, or violating district transportation). (Discipline may include loss of riding privilege).
8. Fourth unexcused lateness to school within a semester. (Two extended detentions) (Discipline may also include loss of driving privilege).
9. Vandalism that can be cleaned and requires no expense for replacement or repair.
10. Presence in a lavatory stall with another student or students.
11. Failure to follow Driving/Parking Permit procedures outlined in the permit application. **

**Discipline may include the loss of Driving Privilege

Level D Offenses

1. The commission of any Level A, B or C Offense when a student has committed a Level C Offense within a school year.
2. Disrespect of an administrator, teacher, or other staff member.
3. Vandalism causing damage that can be repaired for \$100 or less. (Discipline will also include student's payment of repair or replacement expenses).
4. Possession or use of lighters or matches.
5. Fifth unexcused lateness to school within a semester. **

Disciplinary Responses

A student who commits a Level D Offense will receive one or more Saturday detention(s).

** Discipline may include the loss of Driving Privilege

Level D Offenses, continued

7. *Unexcused lateness to school following second period. (2 detentions) (Discipline may include loss of driving privilege.)
8. Failure to bring a required doctor's note to school. (Discipline may include loss of driving privilege.)
9. Cutting school, truancy, (staying out of school without permission).(2 detentions) (Discipline may include loss of driving privilege). For students 16 years and younger, truancy may result in citations being filed with District Court.
10. Leaving building or grounds without permission. (2 detentions) (Discipline may include loss of driving privilege).
11. Forging or altering documents, notes, excuses, early dismissal slips, parking permits, or other school related documents.
12. Mooning, depantsing, or making obscene gestures.
13. Damaging a person's property or violating a person's right of privacy.
14. Reckless driving on school property. (Discipline may include loss of driving privilege).
15. Failure to serve an extended detention.
16. Gambling (participating in any game or activity involving chance and the payment of money).
17. Violation of computer-use guidelines.
18. Harassment/Bullying not including physical contact or threats of harm or sexual harassment (see Board Policy No. 248).

*Any unexcused absence from class will result in a grade of "0" for classwork, tests, quizzes, etc. missed or due during the class period(s) missed.

Level D Offenses, continued

19. Violation of Academic Honesty Guidelines (See Student Parent/Handbook). (Discipline will also include a grade of "0" for the assignment; a second violation in the same course may result in failure of the course).

20. Unauthorized use of school intercom system or building telephones.

*Students involved with National Honor Society may lose membership as a result of a violation of Academic Honesty.

Notice to Students: If you are suspended for committing a Level "E" or "F" offense during the last 20 days of school, you may be subject to loss of the privilege to participate in any school activity prior to the end of the school year. This may include field trips, proms, Senior Dinner Dance and Commencement.

Level E Offense

1. The commission of any Level A, B, C, or D offense when a student has committed a Level D Offense within a school year.
2. Fighting - punches thrown or apparent injury.
3. Possession or use of any tobacco product. (Discipline shall also include the issuance of a citation per State Law Act 145, Sect. 6306.1, 1996)
4. Theft.
5. Possession of stolen property.
6. Possession, distribution, or exhibition of sexually provocative materials.
7. Harassment/Bullying involving physical contact or threats of harm or sexual harassment (see Board Policy No. 248).

Disciplinary Responses

A student who commits a Level E Offense will receive a suspension from school for a period of from one to three days.

Additional Level E and F infractions may lead to Alternative School placement, exclusion from UHS, withdrawal from the rolls of UHS, academic probation contract, and/or expulsion.

Level E Offenses, continued

8. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
9. Failure to serve a Saturday detention.
Discipline shall consist of one Saturday detention and a one-day suspension. Students who miss two (2) Saturday detentions (without documented emergency needs) will be assigned a three(3) day out-of-school suspension.
10. Sixth unexcused lateness to school within a semester. (Discipline may include loss of driving privileges and will include an informal hearing with a student's parents and the administration.
11. Failure to follow the direction of an Administrator or Dean of Students
12. Profanity or other abusive language directed at an administrator, teacher, or staff member

Level F Offenses

1. The commission of a Level A, B, C, D, or E Offense when a student has committed a Level E Offense within a school year.
2. Possession or use of a weapon.
(Discipline will include a recommendation of at least a one-year expulsion).
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat or similar terroristic threats.
4. Possession or use of any tobacco product - second offense within a school year.
(Discipline shall also include the issuance of a citation as per State Law Act 145, Sect. 6306.1, 1996)

Disciplinary Responses

A student who commits a Level F Offense will be excluded from school, at the minimum, by a suspension for a period of ten days. Additionally, the administration may seek a student's expulsion (which may be permanent) by the Board of School Directors.

Level E and F infractions may lead to Alternative School placement, exclusion from UHS, withdrawal from the rolls of UHS, academic probation contract and/or expulsion.

5. Striking or assaulting an administrator, teacher, or other staff member.
6. Vandalism causing damage in excess of \$100. (Discipline will also include student's payment of repair or replacement expenses). *Level F Offenses, continued*
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft (second offense).
10. Possession, use, solicitation, or distribution of drugs, drug paraphernalia, or alcohol (see District Policy 227 and Administrative Guidelines.) Disciplinary intervention will also include referral to UCFSD Student Assistance Program.
11. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the Commonwealth of Pennsylvania). Disciplinary intervention will also include referral to UCFSD Student Assistance Program.
12. Failure to cooperate with a search.

Detention Rules
Student Contract

The following are the student rules regarding detention. Any infraction of these rules may result in parent notification, removal from detention and further disciplinary action.

1. Quiet is to be maintained throughout the course of detention.
2. Students should be involved in work at all times.
3. Radios, walkmans, ipods, etc., food, and drink (with the exception of bottled water) are prohibited.
4. Lateness will be subject to the following:
 - After School Detention - No-tolerance lateness policy. Students will not be admitted to detention. Next level discipline will be assigned.
 - Saturday Detention – Students who are late from 8:00-8:10 a.m. will be admitted to detention as late. Level “B” detention will be assigned as a result of lateness. Students who are late after 8:10 a.m. will not be admitted to detention. Next level discipline will be assigned.
5. Disruptive and unruly behavior will not be accepted.
6. Sleeping and/or lying down of head is prohibited.
7. All school rules are in effect during detention time.

I, _____, have read and am responsible to adhere to the above Rules.
(Print Name)

Signed: _____ Dated: _____

Detention Exclusion Notice

Your son/daughter _____ was assigned a detention on _____ and reported as scheduled. He/she was removed and sent home at _____ for failure to follow the provisions of the detention contract (copy enclosed), specifically the provision dealing with...

1. Quiet
2. Involvement in work- the student brought _____ to work on for scheduled detention.
3. Use of radios, Walkman, iPod, mP3 player, etc.
4. Lateness
5. Sleeping
6. Failure to follow school rules, all of which apply during detention.

Your son/daughter will be contacted by the administrative office to reschedule the detention and assign additional disciplinary action as needed.

Detention Monitor Name: _____

Comments:

Attendance Discipline Reference Guide:

Unexcused Lateness to School:

1st - Warning

2nd - Warning

3rd - Level B: 1 Regular Detention

4th - Level C: 2 Extended Detentions

5th - Level D: 1 Saturday Detention

6th - Level E: 1-3 Day Suspension

Discipline for lateness is based on a per semester occurrence until a student reaches a total of 10 lateness for the year. Once a student reaches his/her 10th lateness (excused or unexcused) the state of Pennsylvania requires a doctor's note to excuse any further latenesses.

Unexcused Absences to School:

1st - Level D: 2 Saturday Detentions for cutting school

1st - Level D: 1 Saturday Detention for failing to provide a Dr. note to excuse additional absences beyond the 10th absence.

The state of Pennsylvania allows for 10 absences throughout the school year. Every absence following the 10th absence requires a Dr. note to excuse.

