

No. 218-AR

ANTIETAM S. D.

## DISCIPLINE POLICY

### Junior/Senior High School

Any type of organization requires a set of rules or guidelines to operate effectively. For a school to succeed, it is necessary to establish rules and procedures that are clearly understood by all students attending the school, their parents, and those persons employed by the school.

Our goal is consistency and fairness in the school operation, rather than just punishment for defiant behavior. In accomplishing that goal we are attempting to teach self-discipline and build self-esteem.

No set rules can cover all aspects of behavior. Common sense and courtesy are actually the basis of our discipline code and should be used accordingly. Read the rules, know them, and follow them, and you will accomplish your goals and objectives of the school.

ALL SCHOOL RULES APPLY TO ALL SCHOOL FUNCTIONS, INCLUDING SPORTING EVENTS AND FIELD TRIPS.

**Consequences** -A progressive discipline policy has been devised. Consequences for offenses include:

Detention will be held on the balcony of the multi-purpose room starting promptly at 3:05 PM and ending at 4:00 PM. Students are required to bring work with them and remain quiet. Students must serve detention on the day assigned. Students will only be excused for medical emergencies. A doctor's excuse is required.

In-School Suspension (ISS) will be held in the designated ISS area starting at 8:00 AM. Students will not be permitted to leave the area without permission. Work will be provided to the students by the classroom teacher. Students must bring all their books, paper, etc. Students will be permitted to purchase lunch in the cafeteria but must eat in the ISS area. Students receiving ISS are required to stay for detention.

Any student receiving In-School Suspension or Out-of-School Suspension (OSS) may not attend or participate in any extra-curricular activities that day.

After 3 days ISS, the next infraction will result in 1 day OSS. After 3 days OSS, the next infraction will result in 5 days OSS. After 5 days OSS, the next infraction will result in 10 days OSS. After 10 days OSS, student will be referred to an administrative hearing for possible placement in alternative education.

Parents will be notified when ISS or OSS is assigned.

LEVEL 1

Any violation of specific classroom rules will result in the respective teacher's disciplinary action. Failure to comply to the teacher's disciplinary action will result in 3 school detentions.

Unexcused lateness (defined as arriving after the beginning of the first class of the day) - immediate ISS for the remainder of the day.

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Failure to report detention	3 school	to teachers	detentions	
Misuse of pass	1 school detention	3 school detentions	1 day ISS	3 days ISS
Public display of affection	Warning	1 school detention	3 school detentions	1 day ISS with parent conference
Disturbing the peace outside of classroom e.g.-running, pushing, inappropriate noises	1 school detention	3 school detentions	1 day ISS	
Dress Code violations *see description	1 school detention, change clothing	3 school detentions, change clothing	1 day ISS	
Use of electronic	Device will be			

devise e.g.- walkman, games, pagers, etc.	confiscated. Parent may pick up at main office.				
Outside the caf- eteria without authorization	1 school detention	3 school detentions	1 day ISS	3 days ISS	
Watrguns, noisemakers, or any other toys inappropriate or unnecessary will be confiscated immed- iately, skateboards	1 school detention	3 school detentions	1 day ISS		
Unauthorized possession of food outside the cafeteria	1 school detention	3 school detentions	1 day ISS		
Disruption of class where student must be told to leave	1 school detention	3 school detentions	1 day ISS		

## LEVEL 2

Each of the following will result in one day ISS for first infraction.

See above for consequences for subsequent infractions:

- Insubordination
- Defiance
- Profanity
- Inappropriate language
- Lying
- Forgery
- Misbehavior with substitute
- Misbehavior in assembly or fire drill, resulting in removal
- Loitering - to idle in or out of lavatories, in halls and other unsupervised areas of the building or grounds during, before, or after school, or during school sponsored events.
- Failure to go to detention
- Verbal harassment

- Improper use of motor vehicle - e.g. Pennsylvania Motor Vehicle Code violations on school property, improper parking, registration violations
- Cutting class, assembly, homeroom, or lunch - 1 day ISS for each class missed
- Disruption of detention or ISS
- Cheating - school policy will be implemented
- Possession of any tobacco products or paraphernalia
- Deliberate misuse of a computer or computer files

### LEVEL 3

Smoking - school district policy will be implemented

Weapons - school district policy will be implemented

Assault and/or battery against school district personnel - minimum 3 days OSS and administrative hearing

Bomb threat/False fire alarm - minimum 10 days OSS, and police notified

Possession of a controlled substance on school property

Theft/Extortion/Receipt of stolen property

Ethnic Harassment - minimum 3 days ISS

Sexual Harassment - minimum 3 days ISS

Terroristic Threats - minimum 3 days ISS

Moral offenses - Performing sexually immoral or degrading acts on school property, buses, or during school sponsored activities or functions - minimum 3 days ISS

Leaving school building without authorization - minimum 3 days ISS

Vandalism - pay for repair or replacement, minimum of 3 days ISS

Fighting - Clear aggression by one party agressor		Only the punished
students	Both parties at fault	Both suspended
1-3 days		
Administrative	Serious violation	hearing and suspension
10 day		

## MT. PENN ELEMENTARY SCHOOL DISCIPLINE POLICY

### PHILOSOPHY

It is our philosophy that appropriate school behavior is necessary for a positive atmosphere where learning and growing can take place. Students are expected to behave at all times in a manner that brings praise and respect to themselves, classmates, parents, their school and community.

Students, teachers, and parents share the responsibility of maintaining a safe climate that promotes and encourages learning. Discipline should begin at home at an early age in order to be practiced at school, then reinforced in the home environment throughout the child's school years.

Students have a right to know and understand the guidelines for expected behavior and be assured that all guidelines are consistent throughout the school. Students should recognize that they will lose their rights when their actions infringe on the rights, needs, or property of others.

Responsible behavior is an integral part of Antietam's commitment: a community partnership pledged to lifetime achievement.

### SCHOOL - WIDE RULES

The school-wide rules listed below will be followed and enforced in all areas of the school and on the school grounds.

- 1.) Follow directions the first time given.
- 2.) Keep hands, feet, and objects to yourself.
- 3.) Keep all school property clean.
- 4.) Keep our school safe for you and others.
- 5.) Respect self, others, and property of school/community.

### DISCIPLINE CODE - LEVEL 1

The following misbehaviors, which are infractions of the school rules, require immediate intervention by the respective staff member who observes the misbehavior.

#### **Misbehaviors:**

- Not following established dress code as per student handbook

- Cheating, lying, and theft
- Gum chewing
- Horseplay and scuffling
- Loud noise
- Defacing school property (corrected by student)
- Running in school
- Throwing objects
- Violation of classroom procedures, established by the teacher
- Harassment of fellow student(s)
- Use of obscene language or gestures
- Inappropriate behavior in restrooms, hallways, cafeteria, or playground
- Violation of Transportation Policy
- Inappropriate manners
- Inappropriate items brought to school (i.e. matches, lighters)
- Other misbehavior applicable to school rules

**Disciplinary Options/Responses Level I**

- Documented warning
- Loss of playtime or special privileges
- Parent and/or counselor and/or principal notification
- Lunch in restricted area
- Teacher-supervised detention
- IST request for assistance and/or notification
- Clean, repair, or replace damage, as needed
- Confiscate non-instructional items, as needed

**DISCIPLINE CODE - LEVEL II**

The following misbehaviors, which are infractions of the school rules, require immediate intervention by the respective staff member who observes the misbehavior.

**MISBEHAVIORS:**

- **Repeated violations of misbehaviors of Level I**
- Flagrant disrespect of school personnel in word/gesture
- Falsification of records/excuses
- Misbehavior at a school sponsored activity
- Possession of obscene materials
- Dissemination/sales of unauthorized materials
- Fighting
- Vandalism
- Violation of Transportation Policy
- Possession of inappropriate materials
- Other misbehavior applicable to school rules

**Procedures to be followed:**

- 1.) Principal notified and meets with student and/or staff member to decide appropriate response/action.
- 2.) Staff member/teacher notified of principal's response/action.
- 3.) Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action.
- 4.) Documentation using Misbehavior Form.

**Disciplinary Options/Responses Level II**

- Reprimand from principal
- Remove from extra-curricular activities
- Parent conference
- In or out of school suspensions
- Student required to replace, repair damage, or make restitution
- Temporary removal from the situation

- Referral to an outside agency
- Guidance referral
- IST referral
- Confiscation of inappropriate objects (possible notification of authorities)

### **DISCIPLINE CODE - LEVEL III**

The following misbehaviors, which are infractions of the school rules, requires immediate intervention by the respective staff member who observes the misbehavior.

#### **Misbehaviors:**

- **Repeated violations of misbehaviors listed in level I or level II**
- Assault on students and/or staff
- Possession, transfer, and use of weapons or explosive devices
- Arson or bomb threat
- Possession, use, or distribution of alcohol, tobacco or drugs and related paraphernalia
- Indecent exposure or lewd behavior
- Unauthorized pulling of fire alarms
- Violation of Transportation Policy
- Other Misbehaviors applicable to school rules

#### **Disciplinary Options/Responses Level III**

- Parent conference
- In or out of school suspension
- Restitution of damage, repairs, or theft
- Superintendent notified
- Hearing held at Superintendent's level
- Referral to outside agency
- Charges filed with the District Magistrate and the

police noti fied