

August 2017

Dear Parents or Guardians:

As you prepare to send your child(ren) to school this year, we ask that you review the enclosed <u>Elementary Discipline Handbook</u>. The information contains language from our school policies and practices intended to provide your son or daughter with a healthy, drug-free, and safe educational environment. It is our expectation that all of our children will work with our parents/guardians and staff at the Elementary School to support the student code of conduct outlined in this document. Please take the time to discuss with your child(ren) the responsibilities of students attending our school and the consequences for actions that disrupt the learning process.

We want to plan the school day so that each child has the opportunity to gain the greatest possible benefit from his or her school experience. Teaching our children appropriate, responsible behaviors will help to ensure that they can come to school ready to devote full attention to the work and joy of learning by acting respectfully to adults, to each other, and to themselves.

Encouraging open communication among students, parents/guardians, and school staff is also essential in this process. When concerns of inappropriate behavior arise, please contact the school staff promptly so that appropriate steps can be taken.

Thank you for your attention to this most important document. As always, if you have questions, please feel free to contact the school office.

Sincerely,

The Elementary Administration

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NON-DISCRIMINATION

"Butler Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Brian Slamecka, Title IX Coordinator, or Mr. Aaron Royhab, Section 504 Coordinator, at 110 Campus Lane, Butler, PA 16001, (724) 287-8721. For more information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. Aaron Royhab at (724) 287-8721."

INTRODUCTION

Excellent behavior of students is essential in creating a positive learning environment within our schools. Therefore, the following discipline handbook has been created as a guide for elementary students, parents, teachers, and administrators to help create and foster such an environment for all students.

This booklet is intended to give those concerned an overview of some of the District's policies and a reference for discipline questions that may arise. The complete text of all District Policies can be found on the Butler Area School District website at www.basdk12.org under School Board Policies. Communication between home and school is crucial in developing an understanding of situations. Involving a parent/guardian at the beginning of the problem is the goal of Butler Area School District. Working together, we can help the student develop into a responsible citizen and learner.

GUIDELINES FOR STUDENT BEHAVIOR

Proper student behavior is represented by each student developing the desire and ability to live as a responsible citizen in a free society. It is the by-product of teaching and growth which results in an individual's feeling that s/he does right because it is his/her habit to do right. The most effective procedure to develop positive behavior is through the development of self-discipline in each student. Therefore, discipline will always seek to foster self-discipline.

Every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians or persons in parental relation to such students may exercise over them. Teachers and administrators shall have the same authority and responsibility over the students attending school-sponsored activities on or off school properties.

When a consequence is necessary for a student's misbehavior it shall:

- 1) Relate in kind and degree to the misbehavior.
- 2) Help the student learn to accept responsibility for his/her actions.
- 3) Be directed, where possible, to make better any harm which may have been caused by the student's misconduct.
- 4) Hold parents or guardians accountable for the actions of their sons, daughters, or wards.

Each student must adhere to the Board policies and the Code of Student Conduct governing student discipline.

Definitions

Detention:

Detention is assigned by the principal. Detention is held in an assigned area on designated days. Every student who is assigned detention should report to the assigned area on the day determined by the administrator. The requirements for detention are promptness, silence, constructive writing, studying, or reading. Transportation home from detention is the responsibility of the student and parent. (Policy No. 218)

Suspension:

<u>In-School Suspension</u> shall mean a student will be removed from the classroom and assigned to a special study area under the direct supervision of a staff member. (Policy No. 233)

Out-of-School Suspension:

- a) <u>Temporary Suspension</u> shall mean exclusion from school for an offense for a period of up to three days by the administrator, without a hearing. (Policy No. 233)
- b) <u>Full Suspension</u> shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal is offered to the student and the student's parent(s)/guardian(s).

Suspension Procedures (In-School Suspension):

No student will receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/ guardian(s) shall be informed of the suspension.

Suspension Procedures (Out-of-School Suspension):

The principal or teacher in charge of a public school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard in his/her behalf before the building principal. When the suspension exceeds three (3) days, the student and parent(s)/ guardian(s) will be given the opportunity for an informal hearing with the building principal. The hearing will take place as soon as possible after the suspension. The suspension, in most cases, will officially start the next school day after issuing the suspension. An informal hearing is the contact of the school administrator with the parent/ guardian to discuss the student's infraction and the appropriateness of the discipline rendered to change this behavior. The student will assume the responsibility of making up work missed because of time lost due to the suspension. Suspension is considered a planned absence; therefore, the suspended student shall have only that number of make-up days equal to the number of days missed up to a maximum of five (5) days total.

Definition

Expulsion:

Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days and may be a permanent expulsion from the school rolls, by action of the Board of School Directors. (Policy 233)

Expulsion Procedures:

No student will be expelled without an opportunity for a formal hearing before the Board of School Directors, or a qualified hearing examiner appointed by the Board. The adjudication or decision of the committee or hearing examiner must be approved by the Board of School Directors.

Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the student's parent(s)/guardian(s). If, however, the expelled student is unable to attend another public or private school, or if the expelled student is not eligible to do so, the parent(s)/guardian(s) shall immediately notify in writing the Assistant Superintendent's Office of said fact.

Options and guidance will be provided by the Assistant Superintendent at that time.

Hearings:

The formal hearing shall be preceded by an informal hearing. If an informal hearing indicates that a student's presence in school would constitute a threat to the health, safety, morals, or welfare of himself/herself or of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten (10) school days by the principal and with the concurrence of the superintendent, provided the hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction in accordance with administrative regulations.

At the formal hearing for expulsion, due process shall be assured the student through the following provisions:

- 1) The student's parent(s)/guardian(s), unless the student is emancipated, must be notified of the charges and of the time and place of the hearing by certified mail.
- 2) The hearing shall be private, unless the student's parent(s)/guardian(s) or the student himself/herself in the event that he or she is emancipated requests it be held in public.

- 3) The student shall have the right to an impartial tribunal, to be represented by counsel, and to testify and produce witnesses on his/her behalf.
- 4) The student has a right to the names of witnesses against him/her, to copies of affidavits of those witnesses, and to demand that any such witnesses appear in person and answer questions or be cross-examined.
- 5) If the student and/or his/her parent(s)/guardian(s) are dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.
- 6) A record shall 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.
- 7) Expelled students who are eligible to return to school must attend a readmission hearing with a parent/guardian and must sign a Behavior Stipulation Agreement as a condition of readmission. Failure to comply with any of the requirements in the Behavior Stipulation Agreement may result in future and immediate disciplinary action.

Re-admission to School: Expelled students who are eligible to return to school must attend a readmission hearing with a parent/guardian and must sign a Behavior Stipulation Agreement as a condition of readmission. Failure to comply with any of the requirements in the Behavior Stipulation Agreement may result in future and immediate disciplinary action.

<u>While suspended from school</u>, students lose the privilege to practice or compete on athletic teams or participate in any after-school activity, rehearsal, practice or meeting. Students are not permitted on any school district property during a suspension without prior approval from a building administrator.

ATTENDANCE POLICY (Policy No. 204)

School Attendance is Important

Regular and punctual attendance to all school sessions is important to each student for the following reasons:

- 1. The student who attends school regularly derives the maximum benefit from the instructional program.
- 2. Students with good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

Regulations: Compulsory School Attendance

The Board of Education requires that school-age pupils enrolled in the schools of the District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Excused, Unexcused, and Unlawful Absences

Absences from school will be classified as excused, unexcused, and unlawful. The Pennsylvania Department of Education, Division of Child Accounting categorized excused, unexcused, and unlawful absences as follows:

Excused Absence

Excused absence includes the absence of a pupil for any one of the following reasons:

- ...Illness or recovery from an accident
- ...Quarantine
- ...Required court attendance
- ...Death in family
- ...Family emergency (Unavoidable)
- ...Inclement weather/impassable roads
- ...Other urgent reasons approved by the building principal

Unexcused and Unlawful Absence

Unlawful absence is the unexcused absence of a pupil of compulsory school age (all pupils under seventeen years of age). Unlawful absence is always an unexcused absence. An unlawful absence may include but is not limited to the following:

- ...Absence through parental neglect
- ...Illegally employed
- ...Truancy

An unexcused absence may occur when a parent does not provide a written excuse for an absence within five (5) school days. At the end of the fifth school day, all absences for which excuses have not been recorded will be marked as an unexcused absence. Chronic unexcused absences warrant parent notification and possible disciplinary and/or legal consequences if the problem is not resolved. These unexcused absences may be used to serve First Notice. If the First Notice is issued, a fine will result. All unexcused absences will become unlawful if they are chronic and/or unresolved.

If a student misses a test or an important lesson because of an unlawful absence, the loss is his/her own. Teachers are under no obligation to permit the student to complete assignments or make up tests missed during the unlawful absence.

Truancy

Truancy is the act of a student who stays away from school without permission.

1. **First Offense:** Seven (7) hours of detention for the first day and progressive disciplinary action for each successive day of truancy.

Tardiness

Every student should be in his/her classroom before the beginning of the school day. The school day begins at 9:15 a.m. Failure to do so is considered tardy. When a student has accumulated a total of five (5) tardies to school, a parent conference will be held.

School time missed due to chronic tardiness to school without an excused absence may be accumulated and converted to an equivalent number of days of unexcused absence. A citation may be issued to those parents/ guardians who fail to comply with the statutory requirements of compulsory attendance through their children's chronic, unexcused tardiness to school.

Parental Responsibility: Written Excuses

The parent/guardian of a school-age child is responsible to provide an explanation in writing for the pupil's absence from school.

The mere fact that a parent/guardian has sent a written explanation to the teacher does not necessarily mean that the absence is "excused." An unexcused/ unlawful absence is one for which such reasons as these are given: away from home, visiting, had to go to the store, working, hunting, or oversleeping, or other reasons clearly attributable to parental neglect.

If a student is excessively absent from school (fifteen (15) days per semester or twenty (20)

days per year), the parent/guardian may be required to verify each additional illness/injury with a written excuse from a doctor. In the event this is necessary, the parent or guardian will be notified by mail. Days excused by a certified doctor will not count toward the 15-day/20-day limit. The administration has the right to excuse other absences as urgent conditions arise.

Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met. The District will give three (3) days' written notice of violation of compulsory attendance prior to filing a citation with the District Justice's Office and will attempt to develop a Truancy Elimination Plan (TEP) in cooperation with the parent/guardian.

Nonattendance: First Offense and Second Offense

If compulsory attendance violations continue, the District will proceed with the filing of a citation with the local magisterial district judge. Possible sentences for parents /guardians found to be in violation of compulsory attendance law include the following: 1) paying a fine of up to \$300.00 for each offense and court costs, 2) completing a parenting education program, 3) in cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five (5) days, 4) completing in lieu of, or in addition to the previous penalties, community service within the School District for a period of no more than six (6) months.

Student Responsibility: Attendance Procedures

What to Do:

- 1. When returning to school after being absent, a written excuse must be provided, signed by a parent or guardian, stating the exact reason why the student was absent, and the dates of the absence. ("Illness" is not an exact reason, so state specifically what kind of "Illness.")
- 2. The student must give the excuse to his/her teacher.
- 3. When the student reports to school after an absence without a written excuse, he/she will be asked to bring one the next time he/she comes to school.
- 4. Absences will be recorded as unexcused if the absence note is not received within five (5) school days from the day the child returns to school. All unexcused absences will become unlawful if they are chronic and/or unresolved.

Student Responsibility: Early Dismissals

What to do if you wish to get out of school early for some important reason:

- 1. Present an excuse written by the student's parent or guardian to the teacher before the time the student wishes to be excused.
- 2. If the excuse is approved by the building principal, the student will be permitted to leave school early. The early dismissal request may be verified by phone.

The practice of the school is to cooperate with the medical and dental professions as much as possible. However, the student may not be excused from school to keep routine medical and dental appointments which can be made for out-of-school hours, Saturdays, or other school holidays. Early dismissals will be granted in cases of emergency if the student brings a request from his/her doctor or dentist and is signed by the student's parent(s)/guardian(s).

Dismissal from school to attend church activities on religious holidays which do not coincide with vacation days on the school calendar may be permitted.

Waiver of Compulsory Attendance

Parents may apply for a waiver of the compulsory attendance regulations when they want their children to accompany them on a family trip, which the Superintendent or his/her designee deems to have educational value. The approval must follow Pennsylvania Department of Education regulations. Parents are required to notify the building principal in advance by submitting an application requesting the waiver. Application forms are available in each principal's office. Approval by the principal is required. Final approval rests with the Superintendent of Schools or his/her designee.

Homebound Instruction (Policy No. 117)

Pupils unable to attend school and who anticipate confinement to their homes because of an extended illness or injury may apply for homebound instruction through the office of their respective building principal.

BULLYING AND HARASSMENT (Policy 218)

The Board prohibits all forms of bullying and harassment of students by all District students. Bullying is an intentional electronic, written, verbal, or physical act directed at another student or students.

Bullying or Harassment is defined as conduct where a student strikes, shoves, kicks, or otherwise subjects another student to physical contact or attempts or threatens to do the same, or when a student commits acts or engages in a course of conduct which demonstrates:

- A) an attempt to place the person in reasonable fear of bodily injury
- B) an intent to cause substantial emotional distress to the person
- C) hostile, offensive or derogatory remarks
- D) physical interference with another student's movements
- E) offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school
- F) substantially disrupting the orderly operation of the school. **School setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school district.

The term "harassment" or "bullying" includes but is not limited to slurs, jokes, hazing, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, genre, national origin, age, handicap/disability, or sexual preference.

The Board directs that complaints of bullying or harassment be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment or bullying.

Consequences for bullying or harassment may range from a warning or loss of privilege(s) to out-of-school suspension and/or referral to the Board of School Directors for an expulsion hearing.

BUS TRANSPORTATION

Progressive Disciplinary Action (Reference Policy No. 810)

A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus

without distractions from students who are misbehaving. Unacceptable behavior by students will not be tolerated and will ultimately result in loss of bus riding privileges. Parents will be notified in writing when a behavior warrants corrective action.

Any violation of the bus regulations approved by the School Board will result in consequences. Bus conduct procedures involving identified special needs students are determined individually on a case-by-case basis.

DISCIPLINE MAY BE ASSIGNED AS DEEMED APPROPRIATE BY THE BUILDING PRINCIPAL AND TRANSPORTATION SUPERVISOR

INFRACTION LEVEL 1-

Pushing, tripping, hitting, scratching, standing, grabbing, spitting, shouting, yelling, screaming, lying, profane language, threatening, littering, eating or drinking, opening windows against drivers orders, disobeying driver, rude annoying conduct, obscene gestures/material/remarks, failure to remain seated, failure to sit in assigned seat, jumping over seats, moving from seat to seat, improper boarding/departing procedures, refusing to identify himself/herself to the bus driver, insulting the driver, verbal/abusive language, obscene material, intimidation or bullying of others, tampering with bus equipment or damaging the bus (restitution required), destroying property of others, arms or head out of the windows, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalties.

CONSEQUENCES –

First Offense: Driver verbal warning; parents notified in writing.

<u>Second Offense:</u> Driver verbal warning; parents notified in writing.

Subsequent Offenses: Referred to school office.

Seat assignment changes may occur at any time based upon the nature of the infraction.

When a referral is made to the school office, the administrator will assign consequences ranging from warning to suspension of riding privileges. Consequences related to the behavioral or safety concern will vary based on the severity of the incident. Parents will be notified by phone and/or letter from the transportation office.

Suspensions will follow a progressive pattern from one to five days. The maximum number of days of suspension per offense will not exceed five, unless a situation warrants suspension of riding privileges for a longer period of time, up to the remainder of the school year.

INFRACTION LEVEL 2-

Fighting, throwing potentially dangerous items in or out of the bus, opening exit doors, lighting of any ignitable items, possession of weapons or mace, hitting or pushing the bus driver, throwing objects at the bus driver when s/he is on or off the bus, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalty.

CONSEQUENCES – Determined by Principal, based on student age and severity of infraction.

First Offense: Suspension of riding privileges for a minimum of one day.

<u>Second Offense:</u> Suspension of riding privileges for a <u>minimum</u> of three days.

<u>Subsequent Offenses:</u> Suspension of riding privileges for **five** days.

The maximum number of days of suspension per offense will not exceed five, unless a situation warrants suspension of riding privileges for a longer period of time; up to and including the remainder of the school year.

Discipline will align with related School Board Policies. Discipline for possession of tobacco products should follow in accordance with Smoking Policy #222; weapons violations should follow in accordance with Weapons Policy #218.1.

A disciplinary letter will be mailed to notify parents/guardians of the action taken as a result of information furnished by the building principal, contractor or the school bus driver. The transportation office will mail the original letter to the parent/guardian, the second copy to the bus company and the driver, and the third copy to the building principal. A fourth copy will remain on file in the transportation office.

Bus Regulations

Copies of these regulations are mailed to every parent at the beginning of each school year:

- 1. Students will occupy assigned seats when instructed.
- 2. If another stop, other than the one assigned, is closer to your home, notify the Transportation Office. Any requests for bus schedule changes must be made through this office.
- 3. Tampering with or destroying bus equipment is a very serious infraction and must be treated as such. This infraction will mean the revocation of the student's bus privileges.

- 4. Windows should be opened only with the permission of the driver. With windows open, the students must refrain from placing arm or head or any part of the body out of the window.
- 5. The use of tobacco in any form is forbidden and will be considered a major infraction. Revocation of bus privileges will result if a student smokes on the bus.
- 6. Students must remain seated while the bus is in motion.
- 7. Eating or drinking is prohibited while the bus is in motion.
- 8. Boisterous or profane language will not be tolerated on the bus or at the bus stop.
- 9. Rowdiness, shoving, tripping, fighting, etc., while waiting for the bus, or while a passenger on the bus are strictly prohibited and will be considered a major infraction.
- 10. The throwing or shooting of any object (rubber bands, pea shooter, straws, water guns, etc.) means immediate suspension of bus privileges.
- 11. The emergency door at the rear of the bus is to be opened only on the orders of the bus driver.
- 12. Students must be at the bus stop at least five (5) minutes before the scheduled time. Waiting for one tardy student could mean that a bus load of students will be late for school. Drivers are not to wait for students who make a habit of arriving late at the stop.
- 13. Students are not permitted to leave any trash on the bus. The bus is to be as clean at the end of the run as the beginning of the run.
- 14. Bus students are required to ride the bus when such transportation is assigned unless transportation is provided by the parents.
- 15. The school bus driver shall not allow any live animals, firearms, explosives, or anything of a dangerous or objectionable nature on his/her bus while transporting pupils.
- 16. Gym bags, band instruments, or any school project shall not be placed in the aisles or areas near the entrance door. Items of this nature must not be allowed on the bus unless they can be held on the pupil's lap without endangering the safety of other pupils.

Video and Audio Monitors on School Buses (Policy No. 810.1)

The Board of School Directors and school officials recognize that serious misconduct on a school bus may jeopardize the safety of all passengers. Therefore, video and audio recording devices shall be used to discourage student misconduct. The use of video and audio recording devices on school buses as an aide to monitor student behavior does not replace the discipline policy as enumerated in Policy 810, or the authority of the bus driver, or the responsibility of school officials to act on bus misconduct. The Bus Conduct Report shall remain the primary tool for use by the driver in reporting misconduct that cannot be corrected by less formal means. Video and audio recording devices will be assigned to buses on a rotating or an "as needed" basis. Additional guidelines are listed in policy 810.1.

CAFETERIA BEHAVIOR (Policy No. 218)

The 30-minute lunch period is that part of the school day during which time students have an opportunity to eat their lunch in the school lunchroom. During this period, students will be supervised by cafeteria monitors. Students are expected to cooperate with the monitors, to demonstrate etiquette and socially acceptable behaviors, and to adhere to established lunchroom rules and regulations specific to the setting. Depending upon the infraction, disciplinary action can range from a simple verbal warning to a suspension from school.

CHEATING (Policy No. 243)

Cheating is a very serious offense. Students who are caught cheating on tests or other assignments may receive a zero or have points deducted for that particular work. The teacher should inform the parent or guardian of the offense. The second offense will result in the student receiving a zero for the assignment. A phone conference between teacher and parent, or a conference between teacher, parent, and student will occur. The teacher will inform the principal of the second offense.

DISOBEDIENCE (Policy No. 218)

Disobedience is defined as the refusal or failure to obey any professional and support staff. The consequence for this violation could range from a parental conference, to loss of a privilege, to detention, to suspension, depending upon the severity of the case.

DISRESPECT (Policy No. 218)

Disrespect is defined as the lack of respect, rudeness, or offensive behavior in word or action to any professional and support staff. The consequence for this violation could range from a warning or loss of a privilege to detention or suspension, depending upon the severity of the case.

DRESS CODE -- STUDENTS (Policy No. 221)

1. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect a sensitivity to and a respect for others. The fact that the school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents or guardian, always keeping in mind that his/her appearance must not present a clear and present danger to the student's health and safety, cause an interference with work, or create classroom or school disorder.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

- a. <u>Guidelines for Acceptable Dress:</u> Although this is no attempt to include all items, the following types of clothing will be excluded from what is considered acceptable dress by District students:
 - 1) Articles which are soiled with grease, oil, paint and dirt.
 - 2) Articles that could cause damage to other students or property.
 - 3) Torn or ragged clothing.
 - 4) Apparel that reveals or exposes the midriff, lower back, chest, sides of the upper body, and/or undergarments.
 - 5) Gang-related attire, articles of clothing which are inappropriately designed, contain offensive and/or inappropriate logos, iron-ons, emblems, decorations, and words.
 - 6) Clothing, pins, patches, tattoos, or any other items that encourage violence.
- b. <u>Footwear:</u> Shoes must be worn throughout the building at all times, except in the locker room and pool areas. Students are expected to follow all school rules related to safety that may require proper foot protection; for example, in science labs, shops, physical education classes, etc. Steel-toed shoes are not permitted.
- c. <u>Clothing:</u> Clothing should be worn in the manner for which it has been designed. For example:

- 1) Shirts and blouses must be properly buttoned.
- Outerwear (coats) must be placed in lockers or on coat hooks during the school day.
- 3) Tear-away pants are not permitted.
- 4) Loose-fitting clothing such as baggy pants must be secured with a belt and must be worn above the hips. The midriff, lower back, chest, sides of the upper body, and/or undergarments may not be exposed.
- 5) To avoid accidental tripping or falls, pant legs are not permitted to be worn below the student's footwear.

Students representing the school at extracurricular activities should wear clothes appropriate for the occasion.

- d. **Shorts:** Shorts are permitted to be worn by students provided that they meet the following guidelines. Shorts must:
 - Reach below the fingertips when the arms are fully extended at one's sides. If a student wears a combination of layers of clothing, the length of the outer garment must reach below the fingertips when the arms are fully extended at one's sides.
 - 2) Be designed and sold as walking shorts such as Bermuda shorts, or culottes; swim suits, cutoff, gym shorts, and shorts with frayed or slit bottoms are not acceptable.
- e. <u>Skirt/Dress Length Guidelines</u>: Skirts and dresses should be long enough to reach below the fingertips when the arms are fully extended at one's sides. If a student wears a combination of layers of clothing, the length of the outer garment must reach below the fingertips when the arms are fully extended at one's sides.
- f. <u>Hats/Caps:</u> Students are expected to remove caps or other "headgear" while in the building.
- g. **Body Piercing:** Body piercing shall be restricted as follows:
 - Any piercing items shall be removed for safety reasons in the following curricular and extracurricular activities:
 - a) Physical education classes
 - b) Science lab classes in which protective eye glasses must fit securely around the eyes

- c) Industrial arts classes where equipment is used and protective eye glasses must be worn
- d) Extracurricular activities involving physical contact

Body piercing that has become infected and presents a health hazard to the student and/or others is prohibited and must be removed.

h. Accessories:

- 1) Chains that are attached to wallets or other items are not permitted.
- Sunglasses are not permitted to be worn during the school day unless medically prescribed.
- 2. <u>Penalties</u>: Penalties for violation of the student dress code are as follows:
 - First Offense: Student will be sent home or retained in the office or the in-school suspension room until a parent/guardian provides a proper change of

clothing.

Second Offense: Student will be assigned to detention.

Third Offense: Student will be assigned in-school suspension.

discretion to be the final authority in all issues regarding the dress code.

<u>Fourth Offense:</u> Principal will determine appropriate consequence, ranging from suspension to a hearing before the Board of School Directors.

In view of the fact that fashions are continually changing, the building principals have the

DRUG AND ALCOHOL POLICY (Policy No. 227)

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this District, the schools should strive to prevent such abuse.

For the purpose of this policy, controlled substances shall include all but are not limited to the following:

1) controlled substances prohibited by federal and state law, 2) look-alike drugs, 3) alcoholic beverages, 4) anabolic steroids, 5) drug paraphernalia, 6) any volatile solvents or inhalants, such as but not limited to glue and aerosol products, 7) prescription or patent drugs, except

those for which permission for use in school has been granted pursuant to Board policy.

Any student attending any District school is not permitted to possess controlled substances while on school property or off school property during a school-sponsored activity, function, or event.

Alcohol:

- A student involved in the possession or use of an alcoholic beverage on school property or
 off school property during a school-sponsored activity, function, or event will receive a ten
 day out-of-school suspension, be reported to law enforcement officials, and following
 consultation with the Superintendent or his/her designee will be informed that either
 Option One (see page 23) for Option Two (see page 24) is applicable.
- 2. A student, while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus who is or appears to be under the influence of alcoholic beverages or who has or appears to have consumed alcoholic beverages will receive a ten-day, out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One (see page 23) for Option Two (see page 24) is applicable.
- 3. Chemical Testing for Use of Alcoholic Beverages
 - a. Any time an employee of the Butler Area School District has reasonable grounds to believe that a student, while on school property or off school property during a schoolsponsored activity, function, or event, or on a school bus is under the influence of alcoholic beverages or has consumed alcoholic beverages, that employee shall, during regular school hours, accompany that student to the office of the principal of the building to which the student is assigned.
 - b. Upon arriving at the office of the principal, the principal or his/her designee may request (except under the conditions listed in item 4) the student to submit to one or more chemical tests of the student's breath which have been approved by the Board for the purpose of determining the alcoholic content of the student's blood. The student's parent(s)/guardian(s) will be encouraged to be present at the time the chemical test is administered.
 - c. If the student agrees to one or more approved chemical tests of his/her breath for the purpose of determining the alcoholic content of his/her blood, then one or more approved chemical tests of the student's breath for the purpose of determining the alcohol content of the student's blood shall be conducted by the building principal or his/her designee in the presence of a witness.

- d. During regular school hours, any student accused of, and denying being under the influence of alcoholic beverages or having consumed alcoholic beverages while on school property or off school property during a school-sponsored activity, function, or event, or on a bus shall upon request have a right to one or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood. Said test(s) shall be conducted by the building principal or his/her designee in the presence of a witness.
- e. The result of any approved chemical tests of a student's breath for the purpose of determining the alcohol content of the student's blood shall be considered along with other competent evidence in determining whether the student was or was not under the influence of alcoholic beverages or had or had not consumed alcoholic beverages.
- f. The refusal of a student to submit to one or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood may be introduced into evidence, along with any other testimony concerning the circumstances of the refusal at the time of a hearing before the Board. No presumption shall, however, arise from the refusal of a student to submit to one or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood, but may be considered along with other factors.
- g. The test may be waived for students who are obviously under the influence of an alcoholic beverage, i.e., breath smell, speech context, walk mannerisms, and the inability to control normal body functions.
- 4. Second offense situations will automatically be recommended to the Board for an expulsion hearing.

Drugs:

- A student involved in the purchase, sale, or distribution of controlled substances and/or alternatives on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, will receive a ten (10) day, out-of-school suspension and be recommended to the Board for expulsion from school and be reported to law enforcement officials.
- 2. A student possessing or using a controlled substance and/or its alternative on school property or off school property during a school-sponsored activity, function, or event, or on a school bus will receive a ten-day, out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One (see page 23) for Option Two (see page 24) is applicable.

3. A student while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus who is or appears to be under the influence of a controlled substance and/or its alternatives or has or appears to have used a controlled substance and/or its alternatives will receive a ten-day out-of-school suspension, be reported to the law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One (see page 23) for Option Two (see page 24) is applicable.

No students shall distribute or sell a non-controlled substance that has a stimulant or depressant affect on humans which, or the label or the container of which, substantially resembles a specific controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered:

- a) Whether the non-controlled substance in its overall finished dosage appearance is substantially similar in size, shape, color and markings or lack thereof to a specific controlled substance.
- b) Whether the non-controlled substance in its finished dosage form is packaged in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.

No students shall distribute or sell a non-controlled substance upon the expressed or implied representation that the substance is a controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered:

- a) Whether the non-controlled substance in its overall finished dosage appearance is substantially similar in size, shape, color and markings or lack thereof to a specific controlled substance.
- b) Whether the non-controlled substance in its finished dosage form is packed in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.
- c) Whether the non-controlled substance is packaged in a manner ordinarily used for the illegal delivery of a controlled substance.
- d) Whether the consideration tendered in exchange for the non-controlled substance substantially exceeds the reasonable value of the substance and, where applicable, the price at which the over-the-counter substances of like chemical composition sell.
- e) Whether the consideration tendered in exchange for the non-controlled substance approximates or exceeds the price at which the substance would sell upon illegal delivery were it actually the specified controlled substance it physically resembles.

No student shall distribute, purchase, or sell a non-controlled substance upon the expressed representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

Any student violating any of the provisions of this "counterfeit drug" policy shall be subject to a ten-day, out-of-school suspension from school, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One (see page 23) for Option Two (see page 24) is applicable.

The following is an attempt to explain the above "Counterfeit Drug Policies" of the Butler Area School District. This explanation shall, however, not be construed as limiting or expanding upon the above-mentioned "Counterfeit Drug Policies."

- 1. No student shall distribute, purchase, or sell any substance that is labeled or packaged in such a manner as to resemble a controlled substance.
- 2. No student shall distribute, purchase, or sell any substances upon the representation that the substance is a controlled substance.

A student possessing drug-related paraphernalia will receive a ten(10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One (see page 23) for Option Two (see page 24) is applicable.

Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Non-Alcoholic Beer and Wine:

The consumption or possession of products labeled and sold as non-alcoholic beer or wine, which have a similar packaged appearance as an alcoholic beverage, and which contain a percentage of alcohol is prohibited while on school property, off school property during a school-sponsored activity, function or event.

Violation of this policy will result in the following:

1. <u>First Offense:</u> Warning (option of suspension)

2. Second Offense: One (1) day of in-school suspension

3. Third Offense: Three (3) days of in-school suspension

4. Fourth and/or Additional Offenses: Three (3) days out-of-school suspension

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Student Discipline Policy if:

- 1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Student Discipline Policy.
- 5. The conduct involves the theft or vandalism of school property.

Option One:

Parent/Guardian and student will sign a form at the time of the suspension stipulating that they will adhere to the following terms and conditions:

- a. The student, within the ten-day suspension, will voluntarily participate in the completion of a full drug and alcohol assessment as well as a drug test, to be conducted by a licensed drug and alcohol facility. The family will be responsible for all costs associated with the drug and alcohol assessment and drug test. The family has the right to select the state licensed agency (agencies) of their choice to conduct the assessment and drug test. The type of drug test will be recommended and determined by the assessing agency. Additionally, upon meeting with the building administration, the student and parents/guardians will sign a release of records form so that the District can provide the assessing agency with educational and behavioral records. The building administration will provide information to the student and family regarding local state licensed agencies. The results of the verified drug test and the assessment will be provided to the building administration.
- b. Upon receipt of written notification that an assessment was completed and the drug test results were negative, the student, at the conclusion of the ten-day out-of-school suspension, will be permitted to return to the regular education program with

intervention recommendations.

- c. If the written notification of the assessment is not received prior to the end of the tenth day of the suspension, the student may be temporarily assigned to an alternative education program.
- d. Upon receipt of written notification that an assessment was completed and the drug test results were positive, the student will agree to participate in and successfully complete the recommended treatment program.
- e. If in-patient treatment is recommended, the student must continue to successfully complete each phase of the prescribed program. Upon receipt of written notification of successful completion of the recommended program, the student will return to the regular education program with intervention recommendations.
- f. If out-patient treatment is recommended, the student must continue to successfully comply with each phase of the prescribed program. While participating in out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program. Upon successful completion of the recommended out-patient treatment program, the student will participate in the appropriate intervention recommendations.

Option Two:

The parent/guardian and student shall be subject to one (1) of the following provisions of Option Two:

- a. The student shall voluntarily withdraw from the Butler Area School District in accordance with Sections 1327.1 or 1330 of the Pennsylvania School Code.
- b. The student shall receive a hearing before the Board of School Directors for possible expulsion from school.

Any and all expenses associated with any of the provisions of Option Two are the responsibility of the family. Further, no student involved in a drug/alcohol-related incident will be considered for readmission to school until written documentation of a drug/alcohol assessment is provided, and proof that the student has successfully completed a rehabilitation program if the need for such a program is recommended through the assessment.

ELECTRONIC DEVICES (Policy No. 237)

The Butler Area Board of School Directors has determined that the possession of most electronic devices by students is not a vital part of the educational process. Such items under most circumstances serve as a distraction to the educational process and some can be used in the furtherance of inappropriate and unsafe activities.

<u>Prohibited Items:</u> Laser pens and other laser devices are particularly capable of causing harm and disruption and are therefore <u>prohibited</u> from being in a student's possession in school, during a school-sponsored activity or on a District vehicle.

<u>Conditional Items:</u> Students are discouraged from possessing certain types of electronic devices during school hours; however, their possession does not constitute a violation of this policy unless the student fails to comply with the following provisions:

Students are not to use audio listening devices (CD players, MP3 players, etc.), handheld electronic games, digital cameras, audio or video recording devices, or other such devices during the instructional school day unless they have permission from a staff member to do so as part of a classroom activity. In addition, the distribution, e-mailing, or posting on an Internet site of any unauthorized photograph, audio recording, or video recording taken in school buildings or on school grounds, or on any school bus or commercial vehicle providing transportation to and from school or any school-related activities is prohibited. Consequences for violation of this policy may include warning, detention, suspension, or a hearing before the Board of School Directors.

Students may possess cell phones for use before and after school, but their use during the school day is strictly prohibited. "Use" is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls. Cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his or her possession.

The Butler Area School District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity or any District vehicle.

Discipline: Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to detention, suspension, and referral to the Board of School Directors for possible expulsion.

FIELD TRIPS (Policy No. 121)

Field trips should be conducted for the purpose of extending, supplementing, and enriching the educational activities of the classroom. Field trips should be viewed as an extension of the school day and are, therefore, governed by established rules and regulations.

Since students are representing both their school and the District as a whole, their **conduct** and **appearance** should be of exemplary nature and should depict an appropriate image of which everyone would be proud.

It is hoped that every student would have an opportunity to participate in a field trip experience with his/her class. However, due to inappropriate student conduct and lack of cooperation which could jeopardize the safety and welfare of the student and/or the group while on the field trip, individual students may be excluded from participation in the field trip.

FIGHTING (Policy No. 218)

Students are not permitted to fight in school, on school property, on the bus, or during school-sponsored activities. Fighting will be dealt with by the classroom teacher and/or the Principal. Parents will be notified about the incident and actions taken.

Depending on the severity of the incident and/or the frequency, the student(s) will receive the following punishment:

- 1. Loss of privilege or time-out with appropriate conflict resolution interventions
- 2. After-school detention
- 3. One to ten days of in-school or out-of-school suspension

If proof can be obtained concerning the blame or cause of the fight, the student who provoked the fight may receive a time-out, detention, or suspension of longer duration.

Students who instigate fights between others but do not actually participate may also receive a time-out, detention, or suspension. This includes students who push one student into another or who verbally incite other students into fighting.

The local police may be involved in certain types of fights and disorderly conduct charges may be filed against all students involved in fighting. The local magistrate may levy a fine if disorderly conduct charges are filed.

The student may also be referred to the Board of School Directors for a hearing and possible expulsion from school.

GUM (Policy No. 218)

Gum chewing is not permitted. The student will be asked to deposit the gum in the trash can. Repeat offenders will be assigned detention.

HOMEWORK (Policy No. 130) and Make-up Work (Policy No. 204.1)

Homework can be viewed as a student work task as directed by the teacher, to be completed by the student for a set period of time as specified by the teacher.

The Butler Area School District recognizes the need for, and importance of, assigning and doing homework as an integral part of an extension of the instructional school day. Completion of assigned homework should aid in the development of knowledge, proper work habits, self-reliance and independence, and the responsibility in carrying through a work task to completion. This, in turn, will directly aid classroom instruction and indirectly prepare students for socially acceptable behaviors in an adult world. Homework should involve the combined efforts of the teacher, student, and parents.

Teacher's Role:

- 1) Homework shall be used for positive purposes only. No homework shall be assigned as disciplinary measures.
- 2) Homework assignments shall be evaluated and shared with students, providing feedback and reinforcement of developed concepts.
- 3) Homework shall be incorporated in the compilation of students' report card grades.
- 4) When a student habitually fails to do homework, the following steps shall be taken: a) a conference with the student, b) conference with parents, c) referral to a counselor.
- 5) Incomplete assignments may result in a range of consequences, as agreed upon by teacher and building administrator and reviewed with the student and parent.

Student's Role:

1) Students are encouraged and expected to complete all homework assignments to the best of their ability.

Parent's Role:

- 1) The support by parents is of paramount importance for a homework policy to operate effectively within our schools.
- 2) Parents should encourage their children to complete assignments, provide a home study area conducive for learning, and offer assistance and guidance as need be with the completion of tasks.

Administrator's Role:

1) Monitor homework practices to insure proper implementation of the provisions of the homework policy.

Make-up Work (Policy No. 204.1):

Unplanned Absence: Students who are legally absent from school and who provided a written excuse within five (5) days of return to school shall have up to five (5) days to make up work missed. The five (5) days begin the day that the student returns to school and is able to meet with each of his or her teachers. Should the student be absent again within the five (5) days designated to make up work, the student is entitled to an extension of the number of make-up days remaining from the initial absence.

Example: Absence occurs on Friday (five allotted make-up days): Monday, first make up day (arrange make up work with teacher), Tuesday, second make up day, Wednesday, third make up day, Thursday, second absence, Friday, fourth make up day for initial absence and first make up day for second absence, Monday, fifth make up day for initial absence and second make up day for second absence, Tuesday, make up days for the initial absence have expired but make up days for second absence continue.

If a student misses a class within the five (5) make up days as a result of participation in a school-approved activity, the student is entitled to an extension of make-up days for that class only. If the teacher is absent the day the student returns, the five (5) school days the student has to make up work will begin the day the teacher returns. Should the regular classroom teacher provide the work to be made up to the substitute teacher, the time allotted for making up the work will begin on that day.

Planned Absence: Students who are legally absent from school because of a planned absence shall determine what work was missed on the day they return and shall have only those number of additional make up days equal to the number of days missed up to a maximum of five (5) days total. Prior to leaving, students should attempt to make arrangements to obtain assignments and test/quiz schedules for the period of absence.

Example: Initial planned absence occur on Thursday and Friday (three allotted make up days), i.e., Monday, first make up day (arrange make up work with teacher), Tuesday, second make up day, Wednesday, third make up day.

At the elementary level additional time may be granted by the classroom teacher if circumstances warrant such consideration.

INAPPROPRIATE LANGUAGE/SWEARING (Policy No. 218)

The use of profanity and inappropriate language, along with vulgar drawings or gestures will not be permitted during the school day or during any school-sponsored activity, function, or event. Depending upon the severity of the case, the penalty for this violation could range from a parent conference or loss of a privilege, to one hour of detention, to a recommendation to the Board of School Directors for expulsion from school.

LEAVING SCHOOL WITHOUT PERMISSION (Policy No. 218)

The student may receive loss of privileges, temporary suspension, or detention.

OFF-CAMPUS ACTIVITIES (Policy 218 and Policy 227)

Activities that occur off-campus may be in violation of **Policy 218, Student Discipline** and/or **Policy 227, Alcohol and Drugs** if the following applies:

- 1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Student Discipline Policy.
- 5. The conduct involves the theft or vandalism of school property.

RACIAL AND ETHNIC INTIMIDATION (Policy No. 249)

Butler Area School District promotes an appreciation and acceptance of racial and ethnic diversity. District policy prohibits all forms of racial and ethnic intimidation in any areas under the permanent or temporary control of the District. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy.

Racial or ethnic intimidation is defined as:

- comments or conduct which interfere with personal or academic performance
- create a hostile, intimidating, or offensive academic environment
- demeaning remarks
- demeaning display or depiction of any racial or ethnic group

Any student who feels that s/he has been a victim or racial or ethnic intimidation shall bring the matter to the immediate attention of any teacher, principal, or counselor. If it is determined that any student has engaged in racial or ethnic intimidation while under the control of Butler Area School District, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

SEXUAL HARASSMENT (Policy No. 248)

The District is committed to maintaining an educational environment for all of its students that is free from any type of sexual harassment. Any behavior which constitutes sexual harassment will not be tolerated. Such conduct shall include, but is not limited to, verbal comments or conduct of a sexual nature, threats or other acts that may intimidate others, verbal or physical sexual advances and sexual innuendoes during the school day or during school-sponsored activities, functions, or events. Harassment occurs when such conduct has the purpose or effect of interfering with an individual's academic environment, including any and all school-related activities, by creating an intimidating, hostile, or offensive environment.

Any person who believes he/she has been subjected to sexual harassment by another student or adult shall report the incident to the Building Principal. The Building Principal will then follow the procedures outlined in Section 248 of the District's Policy Manual.

If it is determined that a student has engaged in sexual harassment, she/he shall be subject to appropriate disciplinary action ranging from a loss of privilege to suspension or expulsion.

STUDENT EXPRESSION (Policy No. 220)

While respecting the right of students to express themselves in words or symbols and distribute materials as a part of that expression, the Board of School Directors recognize that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. The Board reserves the right to designate and prohibit manifestations of student expression that violates the rights of others. Students who wish to distribute materials must submit them for prior approval to the principal. Any violation of the Student Expression policy will result in appropriate disciplinary action.

STUDENT SEARCHES (Policy No. 226.1)

The primary purpose and justification for a student search is the protection of the health, safety and welfare of the students, faculty, school property and the educational process.

- 1. School officials shall be permitted to conduct a search of a student and/or of items in the student's possession or within the student's control if the school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules and regulations of the School District or the school official has reasonable cause to believe that the search is necessary to maintain school discipline or to protect the health, safety, and welfare of the students, faculty, and staff and to protect school property or the educational process.
- 2. All searches of a student and/or of items in the student's possession or within the student's control shall be conducted in the presence of the building principal and/or his/her designee(s) and a witness. Based on the nature and severity of the incident, the student's parents/guardian(s) are permitted to be present during the search of a student and/or of items in the student's possession or within the student's control if it is possible to locate the student's parent(s)/guardian(s) and they report to the building principal's office within a reasonable period of time.
- 3. Prior to conducting a search of a student and/or of items in the student's possession or within the student's control, the school official conducting the search may provide the student with an opportunity to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District.
- 4. Illegal or prohibited material(s) seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- 5. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District, the school official may ask the student to consent to a search prior to conducting an involuntary search of the student and/or of items in the student's possession or within the student's control.
- 6. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District and refuses to consent to a search, the building principal and /or his/her designee(s) in the presence of a witness and, if present, the student's parent(s) / guardian(s), shall order the student to empty his/her pockets, remove his/her outer jacket, coat and/or vest, remove his/her shoes and socks, roll up his/her pant legs to the knee, and/or shirt sleeves to the elbows, remove

his/her belt, and turn over to the person conducting the search any and all items in the student's possession or within the student's control.

- 7. The refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control shall be immediately reported to the appropriate law enforcement officers and/or juvenile probation officers for further investigation. The student shall be detained by the principal until such time as a law enforcement officer or juvenile probation officer arrives to interview the student.
- 8. If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to the police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to the police.

Desk and Storage Space Inspections:

All desks and student storage spaces are and shall remain the property of the Butler Area School District. As such, students shall have no expectation of privacy in them.

Desks and storage areas are provided to students for storing school-related items and clothing. The school has an obligation to insure that desks and storage areas are properly used and that no item or substance that is placed in the desk or storage area jeopardizes the protection of the health, safety, and welfare of student, faculty, school property, and the educational process. To fulfill this obligation, school officials have the right to conduct desk and/or storage space inspections at any time.

METAL/WEAPON DETECTION SYSTEM/DEVICES (Policy No. 218.3)

Butler Area School District is committed to maintain safe, orderly schools; to promote health and safety within the school setting; and to provide a school environment conducive to education.

Butler Area School District has the authority to create reasonable rules and regulations to maintain a safe climate. Therefore, the Board of School Directors may authorize the use of scanning devices when appropriate for the purpose of reducing and discouraging the presence of weapons in our schools. For this reason walk-through metal detectors are used on a daily basis at all of the schools within the District.

Students and adults entering the elementary schools may be asked to submit to a metal detector search procedure to ensure that weapons, controlled substances, and other prohibited articles are not brought into the building. Metal detector searches will be conducted on a daily basis at each of the District's school buildings.

Metal detector searches may be conducted at the District's discretion during after-school events.

Metal Detector Search Procedure:

During a metal detector search, students will be directed to walk through the metal detector upon entering school:

Should the metal detector alarm sound:

- 1) The student will be directed to move to one of the adjacent tables.
- 2) Butler Area School District personnel will then search the individual's book bag, backpack, gym bag or other parcel that the individual has in his or her possession.
- 3) The student will be directed to remove any metal objects from his/ her possession and will walk through the metal detector for a second time.

Should the metal detector alarm sound a second time:

- 1) The student will be directed to move to an area as directed by District personnel.
- 2) The student will be scanned with a hand-held metal detector.
- 3) The student will be directed to remove any objects detected by the hand-held metal detector.
- 4) Following the removal of any items detected by the hand-held metal detector, the student will be directed to walk through the metal detector for a third time.

Should the metal detector alarm sound a third time:

- 1) The student will be directed to move to an area as directed by District personnel.
- 2) Again the student will be asked to check for any metal objects and to remove such objects.
- 3) If no objects are produced, the student will be escorted to the principal's office. At this point the <u>STUDENT SEARCHES (Policy No. 226.1)</u> policy procedures will be followed, which are listed above.

In all cases, the search process will cease when the metal detector scan is completed without activating the alarm. The Butler Area School District will not be responsible for any items damaged in the metal detecting or bag-checking process. It is the students' responsibility to remove any valuable items (cell phones, i-Pods, etc.) and place them in the container provided.

Discovery of Contraband:

If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to the police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to the police.

TERRORISTIC THREATS/ACTS (Policy No. 218.2)

The Butler Area School District prohibits District students from communicating Terroristic threats or committing Terroristic acts directed at any student, employee, Board member, community member, or school building.

Terroristic Threat: A threat to commit violence communicated with the intent to terrorize

another, to cause evacuation of a building, or to cause serious public

inconvenience.

Terroristic Act: An offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- a. Suspension of the student
- b. Reporting of the incident to the Assistant Superintendent or Superintendent
- c. Possible reporting to law enforcement officials
- d. Consultation with the Assistant Superintendent or Superintendent to determine if there is cause for recommendation for an expulsion hearing
- e. If expelled, the student will not be readmitted without documentation that the student does not pose a risk of harm to others
- f. Following the period of expulsion, the readmitted student shall be subject to possible searches under the provisions of Policy 226.1

THEFT (Policy No. 225)

Student or parent will be required to return, replace or pay for the missing item(s). The penalty for this violation could range from a parental conference, to loss of a privilege, to detention, to suspension, depending upon the severity of the case. The theft may be reported to the police for further investigation.

TOBACCO (Policy No. 222)

Smoking or visible possession of tobacco products including smokeless tobacco, commonly called chewing tobacco, or a look-alike product including electronic cigarettes and nicotine products, by students on school property or during a school-sponsored activity, function, or event or on a school bus to or from school or a school-sponsored activity, function, or event is strictly prohibited. Violation of this regulation may result in a parent conference or the loss of a privilege, detention, or in-school or out-of-school suspension. In accordance with Act 145 of 1996, students will also be referred to the district magistrate for tobacco violations.

VANDALISM (Policy No. 218)

Vandalism is the malicious destruction of school district or private property. Depending on the seriousness of the offense, vandalism will be punishable by the loss of a privilege, and/or the assignment to detention, and/or suspension. In some cases, the child will be expected to clean or remove the vandalism from the damaged surfaces. If the property is destroyed, the student(s) or parent(s) will be required to pay for the damage. The incident will be forwarded to the school solicitor's office should payment not be received.

WEAPONS (Act 26) (Policy No. 218.1) AND ASSAULT (Policy No. 218.4)

Act 26 of PA School Code provides for a one (1) year expulsion for possession of a weapon on school property. No student is to possess any form of a weapon on school property, including "look-a-like" or "toy" weapons. Special circumstances require administrative approval.

Definition: "Weapon," for purpose of this section, shall include, but not be limited to, any knife, cutting instrument, cutting tool, martial arts implement, firearm, explosive, fireworks, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Policy: Any student possessing a weapon in the building or on the grounds, or at any school-sponsored activity, function, or event, or on any school bus providing transportation to and from any school within Butler Area School District or any school-sponsored activity, function, or event, depending on the facts of the case, may be subject to one or more of the following penalties. Consequences may range from:

- Loss of a privilege
- Detention
- Parental conference

- One to ten days out-of-school suspension
- Referral to the Board of School Directors for possible expulsion from school
- Reported to the appropriate law enforcement officials

Additionally, prior to readmission, at the elementary level the student may be asked to provide competent and credible evidence that s/he does not pose a risk of harm to others.

Assault:

The Board acknowledges the need to protect its teaching staff members, staff members, other employees, students, and visitors from assault by others. The definitions of both simple and aggravated assault are the same as the Pa. Statutes and are listed in the District's Assault Policy. The state provides for criminal penalties for assault. In general assault is when a person attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another. If a student is found guilty of either simple or aggravated assault he or she shall receive up to a ten (10) day out-of-school suspension and may be recommended to the Board for expulsion from school. In addition, said student may be reported to appropriate law enforcement officials.

WEBSITES/INTERNET - ACCEPTABLE USE (Policy No. 815)

The use of the computer network must be in support of education and research consistent with the educational objectives of the Butler Area School District. The determination as to whether a use is appropriate lies solely with the discretion of the School District. The use of the computer network for illegal, inappropriate, or unethical purposes by students is prohibited.

Consequences for Inappropriate Use

- 1. The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
- 2. Failure to follow procedures and prohibited uses previously mentioned may result in loss of network access. Other appropriate disciplinary actions ranging from loss of privilege to suspension or expulsion may also follow.
- Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Regardless of anything to the contrary contained in this document or any school policy, the school administration and school board retain their inherent power to discipline, suspend, or expel students for disobedience or misconduct and to institute proceedings in juvenile court against students for incorrigibility, truancy, insubordination, or other bad conduct or if the presence of any student attending school is detrimental to the welfare of the school on account of the foregoing, as contained in Article XII; Section 1318 and L338 of the Public School Code.

BUTLER AREA SCHOOL DISTRICT ELEMENTARY DISCIPLINE REFERRAL

Student Name:				Date:		
School:			Grade:	Period:		
Re	ferr	ed by:				
De	escri	be Incident:				
	s th	is or similar behavior occurred before? Yes	No No	Knowledge		
		how many times?				
<u>Pr</u>	evio	us incidents should be recorded on the back of	this form			
		INDICATE CORRECTIV	E STEPS TAKEN T	O DATE:		
()	Warnings and Lectures (Approximate No.)	Dates:			
()	Parent Contact	Dates:			
()	Referred to Counselor	Dates:			
()	Other				
()	None	Dates:			
_		Student's Signature:				
Ac	tion	Taken: (For Office Use)	Remarks	::		
)	· · · · · · · · · · · · · · · · · · ·				
()	Detentionhours				
()	Apology required to:				
()	Parent phone contact				
(
()	Parent conference				
()	Referred to counselor				
		In-school suspension:days				
()	-				
(}	Isolation ofdays Other				
1	,	ottei				
Pri	incip	al's Signature:				
CC.	: () Referral Teacher	() (Counselor		
	. () File	• •	Other		
	`	, 	` ' '	•		

(The back of this form should be used for Cumulative Record)