LENAPE TECHNICAL SCHOOL

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE RECORDS

ADOPTED: February 20, 2003

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216.1. SUPPLEMENTAL DISCIPLINE RECORDS

1. Authority

The school shall maintain required records concerning students adjudicated delinquent and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, or within 1,500 feet of school property. [1][2][3][4][5]

2. Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent

The building principal or designee of a participating school district who receives from the court, through the juvenile probation **office**, information concerning the adjudication of a student enrolled in **a** program **in this center (school) shall share this information with the student's teacher and building administrator of this center (school)**. **The information may include, but not be limited to, the name and address of the student,** a description of the delinquent acts committed by the student and the disposition of the case. **If the student is adjudicated delinquent of a felony offense, the building administrator or designee, through coordination with the student's school district of residence, may receive additional information, including but not limited to juvenile** probation or treatment reports **pertaining to the adjudication,** prior delinquent history and the supervision plan. Other information **may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.**[4][5]

Upon receipt, the building administrator or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the center (school) regarding such information.[5]

The building administrator **or designee shall** share this information with the student's teacher and the principal of another school to which the student may transfer. **The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.**[4][5]

The information may be used for school disciplinary decisions only if: the

student was under the supervision of the Joint Operating Committee at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[4][5][6][7][8][9]

The information received from the juvenile probation office concerning an adjudicated student shall be maintained separately from the student's official school record.[4][5]

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions

Upon **enrollment** and prior to admission in the center (school), the parent/guardian or person having charge of the student shall provide a signed sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault;** or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[1][8][10][11]

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[1]

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the Center (School) -

When a student transfers to the center (school) from **another** school, the center (school) shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law and **Joint Operating Committee policy**.[2][12]

Transfer From the Center (School) -

When a student transfers from the center (school) to **another** school, the center (school) shall transmit a certified copy of the student's disciplinary record within ten

	(10) days of receiving the request from the school to which the student has transferred. **A copy of the notice initially provided by the juvenile probation office to the school district of residence shall also be provided to the school to which the student has transferred.[5]** **The building administrator or designee shall maintain a log of all individuals from other schools to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the center (school).[5]** **PSBA Revision 7/23 © 2023 PSBA** Legal References 1. 24 P.S. 1304-A 2. 24 P.S. 1305-A 3. 24 P.S. 1307-A 4. 42 Pa. C.S.A. 6341 5. 237 PA Code Rule 163 6. Pol. 113.1 7. Pol. 218 8. Pol. 218