Director Procedure Number: DC118
Title: Student Discipline
Section: Students

Student Discipline

This section lists in the proper sequence and the approved discipline procedures to be followed by the EASTERN School staff. This is designed for a quick reference to the complete list of steps to be taken in the overall discipline policy of the school.

STEP A. Instructor /Staff - Student Contact

All student infractions require Step A, which may be anything from an instructor/student conference to informing the student of the breach of discipline in which the student has been involved. The instructor may consider this step sufficient or report the incident directly to the Supervisor of Career and Technical Education using the Discipline Referral Form (Step A is not applicable in out-of-class infractions or major breaches of discipline.)

Possible Instructor/Staff actions include:

- Verbal reprimands
- Withdrawal of classroom privileges
- Special assignments
- Isolation within shop or classroom
- Adjustment to the professional grade
- Other appropriate responses

STEP B. Instructor/Parent Contact

Parent contact may be in the form of a telephone call, email, or in-school conference at the instructor's convenience. Instructors are encouraged to continue contact with a parent if improvement in the student's behavior does not occur. However, an instructor needs only to use Step B once per pupil, not per offense, before reporting the student to the Supervisor of Career and Technical Education. The instructor must keep a record of the date of parent contact with anecdotal report and make a log entry in the PowerSchool administration program.

STEP C. Referral to the Supervisor of Career and Technical Education

The teacher must call the office to notify all concerned that a student has been asked to leave the classroom. A discipline referral form should be sent to the Supervisor of Career and Technical Education with the student by the end of the session. Teachers must record the incident in Power School. The student will be informed, by the teacher/staff member, of the specific violation(s) listed on the discipline referral form, before the form is sent (or concurrently) to the Supervisor of Career and Technical Education. Students will complete a Student Learning Center Incident report when they arrive in the SLC.

STEP D. Procedures for Students Assigned to the Student Learning Center (SLC) for In-School Suspension

- Student will be notified by the Supervisor of Career and Technical Education.

- Instructors will be notified of the scheduled SLC assignment and are to provide specific written assignments designed to continue the student's education for the time the student is assigned to the SLC.

- On the day of SLC assignment, the student is to report to SLC with all books, assignments, etc. At the beginning of the school day the student is to report directly to SLC, no later than 7:50 am and 12:05 pm.

- Upon completion of SLC assignment, the student will be placed on the next step in the disciplinary schedule.

STEP E. Disciplinary Action by Supervisor of Career and Technical Education

The Supervisor of Career and Technical Education or designee will carry out the assignment of a consequence(s) for student misbehavior. In-School Suspension does not require a parent conference. Out-of-School Suspensions require a parent re-admission conference. The procedure for issuing consequences will be as follows:

1st offense . . . 1 day In-School Suspension on the day of the incident and return to class next day. The Supervisor of Career and Technical Education will consult with the teacher to determine if further consequences are necessary.
2nd offense . . .1-2 days In-School Suspension
3rd offense . . . 1-3 days In-School Suspension in the SLC and optional parent and/or school representative meeting
4th offense . . ..3 days Out-of-School Suspension
5th offense . . . 3-5 days Out-of-School Suspension
6th offense . . . 3-10 days Out-of-School Suspension

Warning letters may be sent out by the Supervisor of Career and Technical Education at any time. Reasons for a letter may be poor attendance, tardiness or electronics violations and any special circumstances deemed necessary by the Supervisor of Career and Technical Education. The student may provide a written statement (available in the SLC) of the incident to the Supervisor of Career and Technical Education or designee.

Students shall be permitted to make up exams and work missed while being disciplined by full suspension. The work should be completed within a time span equal in school days to the suspension period. It is the student's responsibility to secure this work.

Should a student commit a violation of law or school policy which may merit expulsion or exclusion from school for a continuous period in excess of ten (10) school days as determined by the Director, the offense will be referred to the superintendent of the school district of residence of the student.

The Director and other administrators of EASTERN will cooperate with the administration and Board of School Directors of the participating District in order to coordinate the informal hearing procedure, conduct an investigation, secure written statements and anecdotal records substantiating the charges, and provide information and notification requirements for a formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code. The formal hearing for expulsion will be conducted by the Board of the participating school district.

DEFINITIONS

1. Direct contact with pupil and parent. Since direct contact with the home is frequently helpful in working out a student problem; in those cases where it is appropriate a conference with parents or guardian, school counselors and other school personnel may be arranged. Outside social agencies may be asked to cooperate in the procedure.

2. Student Learning Center (SLC). The SLC is an area intended to provide a place where students, who are unable to benefit from the regularly scheduled shop instructions, can receive supervised instruction on an individual basis for short periods of time.

3. Suspension

   a. **In-School** Suspension - a student may be suspended from school by an administrator, without a hearing, for a period of up to three days. This suspension will be served in the SLC during the time that the student attends EASTERN.

   b. **Out-of-School** Suspension - a student may be suspended from school by an administrator, without a hearing, for a period of up to three days.

4. Reassignment - Upon recommendation of the administration of EASTERN, any student who demonstrates her or his inability to benefit from the learning environment, or who constitutes a threat to the health, safety or well-being of others will be referred to the participating school superintendent to be withdrawn from EASTERN and reassigned to another educational opportunity.

Authority

The Supervisor of Career and Technical Education will carry out the assignment of discipline for major breaches of this regulation and the discipline code.

- Major breaches of the discipline code will result in a 1 to 10 day suspension.
- The Supervisor of Career and Technical Education may use discretion in assigning a disciplinary action greater than what is called for if the offense warrants.
- If the Supervisor of Career and Technical Education wishes to deviate from the established policy by initiating a less or more severe action than called for in the policy.
- The local or state police will be notified in cases of major breaches of discipline for any violation of law.

Student Offenses Requiring Disciplinary Action

This section lists unacceptable student behaviors and the definition for In-Class Student Behavior, Out-of-Class Student Behavior and Major Breaches of discipline.

In-Class Student Behavior/ Level I Infraction

A student action which relates specifically to an inappropriate in-class behavior, committed within the time period of the instructional program area, classroom or under the supervision of a specific teacher. Unacceptable behavior may result in an In-School Suspension.	
Behavior	**Definition**
Use of Offensive Language	Verbal or non-verbal disrespect of authority
Disruptive Behavior/Horseplay	Actions including pushing, shoving, wrestling and running that may lead to injuries
Shop Safety Violation (non-injury)	Unsafe actions with tools, materials or equipment in the shop or classroom
Abuse of pass policy affecting class time	Any use of a hall (green or other) pass other than the purpose for which it was issued, thereby affecting class time
Consuming food and/or beverages in classroom/lab area (non SkillsUSA event) without instructor permission	Bringing food/beverages into and/or eating in class or lab areas without explicit instructor permission
Disruption of classroom activities	Behaving in ways that are obnoxious & annoying, thereby hindering progress in the class
Possession of matches and lighters	Being in possession of matches and lighters
Use of an electronic device during the school day	The electronic device is visible to the teacher or school personnel
Failure to comply with school dress code and/or equipment and supply requirements	Failure to comply with school requirements, i.e. notebooks, paper, pencils, etc. Wearing hats or outer garments in the building(hats/outer garments confiscated)
Falsification of oral or written communication/documentation	Intent on falsifying written documents or lying to any staff member concerning school related matters
Computer use violation	Violation of the school networking and internet policies
Late to school	Late to school (except a late bus)
Cheating/Plagiarism	Turning work in as your own when it was done by someone else
Bullying and Cyber bullying and harassment of any type	Any form of harassment or intimidating behavior, toward another student executed by any student in person or through texting, media or social networking websites

Out-Of-Class Student Behavior/ Level II Infractions

A student offense which relates to any non-class period activity such as time in school activities or any unassigned time between entering the school in the morning and leaving school in the afternoon. Unacceptable Behavior may result in an In-School Suspension.	
Behavior	**Definition**
Offensive Language	Verbal or non-verbal disrespect of authority
Abuse of pass policy not affecting class time	Any use of a pass other than the purpose for which it was issued
Use of offensive language	Verbal abuse, using offensive/foul language (use of offensive language specifically directed at a staff member will result in suspension
Being in an unauthorized area	Being anywhere on the grounds without an authorized pass
Bringing food to school without permission of school authority	Bringing and/or eating food in school with the exception of school sponsored events or at the discretion of the instructor
Not signing into school (not obtaining a late pass)	Any student who has not been accounted for in roll call and who does not sign in at the appropriate office directly upon arriving at school
Truancy	Referral to the student's high school for truancy action
Exceeding the lateness to class policy	3-6 or more tardies in a marking period
Overly demonstrative displays of affection	Overly demonstrative display of affection is deemed as inappropriate for the educational environment
Disruptive behavior	Behaving in ways that are obnoxious and annoying thereby disturbing classes and/or threatening the safety, welfare, and rights of others
Possession of matches, and/ or lighters; electronic device	Being in possession of matches, or lighters; radios of any kind
Failure to comply with school dress policy	Failure to comply with proper school regulations including wearing of tank tops, hats, shorts, or excessively provocative clothing
Bullying and Cyber bullying and harassment of any type	Any form of harassment or intimidating behavior, toward another student executed by any student in person or through texting, media or social networking websites
Falsification of oral or written communication/ documentation	Intentional falsifying written documentation or lying to any staff member concerning school related matters
Violation of Bus, Driving, and Parking Regulations	Failure to comply with bus regulations, driving and parking regulations.

Major Breaches of Discipline/ Level III Infractions

Any student offense in or out of classes which is identified by the EASTERN Discipline Policy as a major breach of discipline. This list is not all inclusive. NOTE: Many of the following infractions will result in arrest and/or fines.		
Consequence	**Behavior**	**Definition**
(Suspension) **1-10 days out of school**	Hazing/Sexual Harassment/ Bullying	Physical or mental abuse of another student
(Suspension) **1-10 days out of school**	Intimidation/Bullying	Threats directed toward the person or property of any staff member, student or society
(Suspension) **1-10 days or out of school**	Possession of tobacco	Possession of tobacco (including smokeless tobacco and chewing tobacco) in the school building or on school grounds
(Suspension) **1-10 days out of school**	Fighting/Bullying	Slapping, hitting, striking, etc., with apparent intent to inflict bodily harm
(Suspension) **1-10 days out of school**	Theft of school or personal property	Unauthorized removal of property from established location
(Suspension) **1-10 days out of school** **expulsion hearing**	Physical assault on staff member	Pushing, shoving, punching, hitting, slapping, or any physical movement intended to inflict bodily harm
(Suspension) **1-10 days out of school**	Committing minor vandalism	Engaging in behavior leading to the damage and/or destruct on of school personal property - Restitution must be made in all acts of vandalism
(Suspension) **1-10 days out of school**	Use of offensive language	Verbal abuse, using offensive language specifically directed at a staff member or other students
(Suspension) **1-10 days out of school**	Leaving school grounds without permission	Leaving school grounds without prior administrative approval
Consequence	**Behavior**	**Definition**
(Suspension) **1-10 days out of school**	Safety violation (injury)	Any hazardous or potentially hazardous behavior which could or would result in injury. To include huffing or inhaling hazardous substances normally found in shop area.
(Suspension) **1-10 days out of school**	Insubordination	Failure to abide by school regulations and/or comply with a legitimate request by a member of the staff to encourage other students to be insubordinate and/or insolent

Major Breaches of Conduct/Level IV Infractions

Requiring the Upper Moreland Police and the referral and coordination of consequences with the participating high school administration

Consequence	Behavior	Definition
10-45 Days suspension and recommendation for expulsion hearing	Possessing or setting off explosive devices; possessing dangerous weapons	Possess on, exchange, sale, or setting off explosive devices. Possession of dangerous weapons.
10-45 Days suspension and recommendation for expulsion hearing	Robbery, stealing, major vandalism	Engaging in behavior leading to the damage and/or destruction of school personal property. Restitution must be made in all acts of vandalism.
10-45 Days suspension and recommendation for expulsion hearing	Terroristic threats, criminal activity	A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience to property or an individual(s).
10-45 Days suspension and recommendation for expulsion hearing	Committing arson, setting off a false alarm	Deliberate setting off a fire in the building, school campus, or school bus
10-45 Days suspension and recommendation for expulsion hearing	Possession of drug paraphernalia	Having possession of items considered drug paraphernalia
10-45 Days suspension and recommendation for expulsion hearing	Violation of substance abuse board policy	Possess on, use or abuse of any controlled substance, including alcohol

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Adopted: 6/19/13