2026-2027

PINE-RICHLAND SCHOOL DISTRICT DISCIPLINE CODE



FOCUS ON LEARNING FOR EVERY STUDENT EVERY DAY

2026-2027 Pine-Richland Discipline Code

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Purpose

The purpose of the Pine-Richland School District (PRSD) Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district regardless of their learning platform (in-person or online). Parents are encouraged to become familiar with the PRSD Discipline Code and to review these documents with their children. Beginning in 2019-2020, the Pine-Richland School District implemented, "The RAMS Way," which is a systematic, school-wide positive behavior intervention and support. The main focus of "The RAMS Way," is to provide a clear, proactive approach to discipline so that we can continue to focus on learning for every student every day. The RAMS Way initiative also is an intentional and preventative approach to communicate and teach procedural and behavioral expectations at appropriate developmental levels from K-12.

Parents, guardians and students are also referred to ***PR School Board Policy 218 Student Discipline*** of the PR Board Policy Manual for additional information regarding the discipline code, student conduct and consequences of inappropriate or proscribed behaviors and conduct. In the event of any conflict between the terms of this discipline code and any board policy, the applicable board policy will control and take precedence.

PR School Board Policy 235 outlines student rights and responsibilities. Along with the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to board policies and school rules and regulations; respect for the rights of teachers, students, administrators, and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. **Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property**.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. **Assist the school staff in operating a safe school.**
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Makeup work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Use appropriate language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the student discipline code and board policy.

A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by a parent/guardian. The parent/guardian of each student reaching the age of eighteen (18) shall be informed of the student's rights.

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Goals

- To ensure the rights and personal dignity of students and staff
- To emphasize the need to accept personal responsibility for self-discipline
- To assure a fair, consistent, reasonable approach to the administration of the discipline code
- To maintain an effective and safe learning environment
- To protect and maintain school property
- To identify and support students who demonstrate inappropriate behavior

The discipline code consists of four levels. Levels I, II, III and IV represent a continuum of conduct based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed and instead demonstrate **r**espectful, **a**ccountable, **m**otivated and **s**afe conduct (The RAMS Way).

The examples provided in this discipline code are not all-inclusive, and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel.



Any student found in violation of Pine-Richland Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.

The Pine-Richland School District Discipline Code is based on adopted board policy and is subject to change as such policies are adopted, amended or revised. The board-approved policies are referenced throughout the discipline code. The school board policies guide all school operations and should be referenced in conjunction with this document.

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Academic Integrity

Academic integrity serves as the foundation of a student's journey through their K-12 education and beyond. It speaks to a person's character, integrity, and respect for knowledge. Learning requires effort and persistence. Students should complete their own work for homework, assessments, and other assignments. It is the responsibility of each student to submit work, assignments, and projects that represent their own original efforts. Cheating and plagiarism include, but are not limited to, copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc.There are emerging technologies, such as artificial intelligence, that may serve to enhance the learning experience if used ethically. Artificial intelligence should be used at the direction of the teacher. Any work submitted by a student should be authentic and appropriate sources should be cited. The combination of artificial intelligence* and other technology resources along with academic integrity has the potential to enhance the learning experiences. Students should never use these resources to generate content that they submit as their own.

PR School Board Policy 815.2 Use of Generative Artificial Intelligence in Education outlines the use of AI in the classroom. is board-approval, specific language will be added to the Discipline Code and Handbooks.

- Artificial intelligence (AI) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.
- The use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers will use the following scale for guidance:

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content	Student must disclose how AI was used.

3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part o f a project with human oversight and evaluation of all AI-generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI-generated content.	Student must disclose how AI was used.

Attendance

Students are expected to report to school on time each day and to report to all classes and scheduled areas on time. A written excuse, signed by a student's parent or guardian or a form submitted through the Community Web Portal, is required for each absence or incidence of tardiness. This excuse is required within **three days** after the absence or tardy to school. Tardiness or absences, which are unexcused after the three days, are recorded as permanently unexcused. Click here to review the attendance **process flowchart.**

In an effort for all school districts across the state of Pennsylvania to follow similar attendance procedures, any student who misses more than 50% of a school day will be considered absent for the day. Parents will continue to see the time their student signed in or out of school in the Community Web Portal, however, if the student did not complete at least 50% of the school day then the attendance code will be absent. Absence notes and requests for an educational tour or trip (e.g. those used for a vacation or college visit) can be completed in Sapphire Community Portal (SCP).

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

Early Dismissal



Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, electronic, scanned excuses, with parental signature, are acceptable through the Sapphire Community Portal within our student information system. The note must state: student's full name and student ID number, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification (traditional written requests are also acceptable). All students must check out through the school office/attendance office when leaving the building for an early dismissal. Patterns of repeated early dismissals related to non-school sponsored activities such as sports practice or private lessons are discouraged as they create an academic disruption.

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Excused Absences

Parents are given the autonomy to excuse the student for up to 10 school days annually, after which time a conference is held between the family and school administration to create a plan for improving the attendance of the student. The following are defined as excused absences from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons with a note from a medical professional.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine/isolation.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
10. Non School-sponsored educational tours or trips, if the following conditions are met:
    a. The person in parental relation submits the required documentation (found in the **Sapphire Community Portal**) for excusal prior to the absence, within the appropriate time frame.
    b. The student's participation has been approved by the superintendent or designee.
    c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
11. College or postsecondary institution visit, with prior approval.

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student's teachers. The school may require the parent to verify a student's illness by a written statement from a physician.

If a student accumulates ten (10) partial day and/or full day absences or displays a pattern of absenteeism, parents/guardians will be notified by school authorities through the community web portal. A partial day absence is defined as a tardy or early dismissal during the academic day. A tardy is defined as arriving at school after the defined daily start time for each building (See "Tardy to School" Section). Early dismissal is defined as leaving school any time after arriving at school.



Family Educational Tour/Vacation

Students participating in educational tours or vacations during the school year that are not school-sponsored but paid for by parents must be determined by the principal to serve an educational purpose. Parents and/or guardians should complete a family **2026-2027 K-12 Family Trip or College Tour** form which includes the days to be missed (not exceeding 10 consecutive school days). Teachers should be given at least one week's notice before departure to gather makeup work. Educational tours and vacations count toward the ten (10) parent excused absences. Any absence after the ten (10) parent excused requires a medical note to be considered excused. Trips will not be approved during annual state assessments.

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Tardy to School

Students are expected to arrive at school on time each day. Entering the school building any time after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office or attendance office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within three days after the tardy.

Any tardy remaining as unexcused after three days will be permanently recorded as 'unexcused' and will result in consequences as outlined in the discipline code. Tardiness to school must be for valid reasons. "Sleeping in", "missing the bus" and "car problems" are not considered as valid reasons for being tardy. A late school bus is a valid excuse. Excessive unexcused tardiness will also result in disciplinary action.

Refer to PR School Board Policy 204 Attendance for more information related to student attendance.

Truancy

The laws of the Commonwealth of Pennsylvania provide for a $300 per day fine and allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. This law also provides that truant students can lose their driver's license for 90 days for a first offense and six months for a second offense. In Pennsylvania, a student ages 6-18 are considered to be truant from school once they have three absences in a school year. Prior to filing for truancy with the local magistrate's office, Pine-Richland schools will offer and conduct a School Attendance Improvement Plan with students who exceed district and state expectations for school attendance.

Unexcused Absences

If the reason for a school absence is outside of the above-mentioned conditions, or if a student fails to submit a written excuse within three school days, the absence will be recorded as unexcused. ***Refer to PR School Board Policy 204 for more information related to student attendance.***

Bullying/Cyberbullying

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
    - Substantially interfering with a student's education;
    - Creating a threatening environment; or
    - Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs 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, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition

includes "cyberbullying," which involves the use of electronic devices to engage in any of the conduct described above. ***PR School Board Policy 249 Bullying/Cyberbullying***

The bullying/cyberbullying provisions set forth in the Discipline Code shall also apply to all forms of bullying/cyberbullying by district students in non-school settings to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyberbullying

- ***Power:*** It is bullying and not just playing around when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few. The 'bully' watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless…it seems that nothing will stop the treatment.

- ***Intentional Acts or Series of Acts:*** Negative actions are repeated, happening over and over in many different settings. Usually, adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.

- ***Different levels of Feeling:*** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant ("I gotcha!), and one is crying or looking frightened, humiliated, confused, or angry.

Examples of bullying include but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student's property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student.

Reports of "bullying" should be made to a building principal, assistant principal, or school counselor.

Bullying/Cyberbullying may have **Level II or higher consequences**. In addition, conduct that constitutes Bullying or Cyberbullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and board policies and may carry additional disciplinary consequences.

Please refer to ***PR School Board Policy 103 Nondiscrimination/Title IX Sexual Harassment Affecting Students***, ***103.1 Nondiscrimination – Qualified Students with Disabilities***, ***247 Hazing***, *and* ***249 Bully/Cyberbullying*** *for additional information.*

Care of School Property and Trespassing

PR School Board Policy 713: Trespassing on or Misuse of School Property

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property including school supplies and equipment entrusted to their use. Students who willfully damage school property will receive consequences, which include legal consequences. Parents

may be held liable for any damage or destruction to school property caused by their children.

Unauthorized presence shall be strictly forbidden on all school properties and within all school facilities. All facilities and properties will have signage conspicuously posted by all major entrances and such other places as necessary to convey this policy.

Public access on Pine-Richland School District campuses is prohibited during school hours. Santacroce Stadium at Richland Elementary will be available during school hours, so long as no school activities are taking place.

School personnel, enrolled students, and visitors attending a function open to the general public may enter at an appropriate time and place without specific consent. All other visitors must obtain permission from the person in charge, usually the building principal.

Special recreation areas are open as posted at each campus location.

The buildings, grounds and facilities of the district are available to district residents for specific educational and recreational purposes. Persons who loiter in the buildings or on the grounds or other facilities, without appropriate reason within the context of this policy, interfere with the normal conduct of school affairs, jeopardize the security of school property and will be guilty of criminal trespass.

Any person violating any of the provisions of this policy shall be subject to conviction in a summary prosecution resulting in fine or imprisonment in conjunction with the findings of local law enforcement.

Delinquent vs. Criminal Acts

Pennsylvania law provides that any person age 15 or older who commits a violent crime and committed either the crime with a deadly weapon or previously has been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

Discrimination and Harassment

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender or gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.

The school board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees in accordance with PR School Board Policy **103** ***Nondiscrimination/Title IX Sexual Harassment Affecting Students*** **and 103.1** ***Nondiscrimination - Qualified Students with Disabilities****, which can be found on the policy manual, which is linked to the district's website. Complaints of discrimination or harassment shall be investigated promptly, and corrective action will be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. If a parent, student, or employee have experienced or have knowledge of bullying, hazing, dating violence, sexual harassment, discrimination and/or retaliation, the district encourages the person to complete this form.

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* On April 19, 2024, the U.S. Department of Education released its Final Rule under Title IX which prohibits discrimination on the basis of sex in education or activities receiving federal financial assistance. These updated regulations are effective August 1, 2024. Policies and administrative regulations were updated based on the new guidelines. The online version of the PRSD Discipline Code was revised.

Harassment is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts. These include, but are not limited to, offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating, or interfere with a person's school or school-related performance when such conduct is: sufficiently severe, persistent or pervasive; and a reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.
    a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
        i. Length of relationship
        ii. Type of relationship
        iii. Frequency of interaction between the persons involved in the relationship

    b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

    c. Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

    d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:

        i. Fear for their safety or the safety of others.
        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs.

Students and third parties who believe they or others have been subject to discrimination, Title IX sexual harassment, and or retaliation for reporting of such to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may also file a report of discrimination.

The building principal shall promptly notify the Compliance Officer/Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures. The Compliance Officer/Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. All procedures related to this policy (e.g., timelines, communications, investigation process, complaint forms, grievance process, etc.) are available on the district's website.

Section 504 Coordinator
Dr. Maura Paczan, Director of Student Services
Richland Elementary
3811 Bakerstown Road
Gibsonia, PA 15044
724-443-7230 x6503

Title IX Coordinator/Compliance Officer
Mr. Brian Glickman, Director of Human Resources
Pine-Richland School District
702 Warrendale Road
Gibsonia, PA 15044
724-625-7773 x6301

Nondiscrimination/Title IX Sexual Harassment Affecting Students Complaint Form

Dress and Grooming

Students must wear appropriate clothing and footwear at all times. All students are expected to dress in a manner that promotes school pride and enhances the school's image. Student dress and grooming must be consistent with the educational, health, and safety environment of the school. Clothing must not be disruptive to the educational process or cause a health or safety risk. Clothing may not contain letters, symbols or images that display or suggest sexual innuendo, sexual activity, profanity, gore, or other obscene, vulgar, or lewd words or images; that depict, promote or incite violence or acts of violence, or illegal acts, or which promote, encourage or solicit the use of alcohol, drugs, tobacco, or other illegal substances. Revealing clothing (such as, by way of example, short skirts/shorts or attire that permits the exposure of undergarments, bare midriffs or private body parts) is prohibited. Students deemed to be dressed inappropriately will have the opportunity to make adjustments to their attire. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. It remains the final decision of the administration in cases of questionable attire. Students and parents should carefully review policies **220 Student Expression/Distribution and Posting of Materials** and **221 Dress and Grooming** and make responsible decisions.

Driving to School

Driving in personal vehicles to and from school is limited by ***PR School Board Policy 223 Student Transportation*** for special circumstances by permit only. Students are strongly encouraged to utilize the district-provided bus transportation to and from school. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to high school seniors and juniors possessing a valid Pennsylvania driver's license (not a PA Learners' Permit) and who agree to the student driving **regulations**. The number of driving

permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders and loss of driving/riding privileges is available on the **high school website.** With the recent increase in e-vehicles (e-bikes, e-scooters, golf carts, go-karts, etc.) there are added safety concerns. After school hours on the middle and high school campuses, there are consistently a variety of activities taking place with students, parents, and children walking to or participating in events.

Any traditional bicycle or pedal powered e-bike will be permitted provided the user follows **PR School Board Policy 223**. The bicycles must be locked using one of our bicycle racks and not driven on campus. All other e-vehicles are prohibited. Violators will receive an initial warning and may be cited for additional violations per our partnership with the Northern Regional Police Department.

Drugs and Alcohol

The Pine-Richland School Board takes a no-tolerance attitude toward the use or abuse of drugs and alcohol. District policy prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical (e.g., over-the-counter medications or natural remedies used for medicinal purposes) not approved by the health office on school property, at school-sponsored curricular and extracurricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy includes the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia. Reference ***PR School Board Policy 227 Controlled Substances/Paraphernalia*** for more details.

Distribution and/or Sale of Drugs/Alcohol

The consequences for distributing, sharing, or involving others in the use of drugs, alcohol, and/or other illegal substances in school include all of the consequences listed below, plus possible referral to the school board for expulsion. The sale of drugs, alcohol, and/or other illegal substances in the PRSD will not be tolerated. Students will be adjudicated before both the Pine-Richland Board of School Directors and appropriate legal authorities. The school consequence may be permanent expulsion from the district. The police and district attorney will determine the legal consequences.

Possession/Use of Drugs/Alcohol

The following consequences are in place for students possessing and/or using drugs, alcohol, and/or other illegal substances:

- Suspension (3 -10 days)
- Parent conference required before returning to classes
- Referral to the police
- Referral to drug and/or alcohol treatment
- Secondary students will also be placed on Activities Restriction

Consequences may also include a conference with the superintendent, a behavior contract, alternative educational placement, and/or temporary or permanent expulsion.

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Electronic Devices



The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in ***PR School Board Policy 237 Electronic Devices***. Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Smartwatches, Smartglasses, and GPS enabled devices fall under this category. If they become a disruption to the educational process, they will be kept in a safe place by the school until appropriate arrangements can be made for the collection of the device(s).

Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal. Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

All electronic devices (including Smartwatches, Smart Glasses, or GPS enabled watches) are not permitted in classrooms during national, state, and even some local assessment periods. Parents and guardians are encouraged to contact the front office to communicate rather than using a child's personal device to ensure consistent information is relayed during the school day. Pine-Richland School District shall not be held responsible for loss, theft, or damage of any personal items, including electronic devices.

To ensure compatibility with district resources, students may be required to utilize district-provided Chromebooks for specific educational activities. High school students may also bring their own personal devices in addition to any district-issued technology. Students are responsible for the care and security of all district-provided technology resources, including Laptops, Chromebooks, and tablets, and will be held responsible for the full cost of replacement in case of damage or loss. **PR School Board Policy 815 Acceptable Use of Internet, Computer, and Network Resources** must be reviewed and agreed upon by all students/families.

*Please refer to **PR School Board Policy 237** for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under **PR School Board Policy 237** will minimally be considered a Level I consequence.*

Restrooms and Locker Rooms

Students are prohibited from using cell phones or other electronic devices to record video, audio, take photographs in restrooms or locker rooms, or record social media messages. This expectation is in place to protect the privacy and safety of all students.

Glass Containers

Glass bottles are **NOT** permitted in school buildings.

Hazing

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;

2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any
7. willful destruction or removal of public or private property.

Any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

S**tudent activity or organization** is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district. **PR School Board Policy 247**.

Illness at School

A student who becomes ill at school should ask for a pass to the health office. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class and does not afford the student the opportunity to have intervention from a medical expert.

Leaving the School Building or Property

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

A student leaving the school building or property without permission from the school office or without a faculty member, coach or school administrator may be considered a Level II or III offense and may result in disciplinary action.

Lighted Objects

It is a violation of the fire code to have a lighted object in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, e-cigarette, vaping device, lighter, match, etc.) or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

Opening Exercises/Flag Displays

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.

While students may decline to recite the Pledge of Allegiance or National Anthem, students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

Opening exercises may include a moment of silence or the reading of patriotic or cultural themes. Silent prayer or meditation shall not be conducted as a religious service or exercise.

Participation in Special Events

(Activities/Athletics)
Student attendance in school on the day of any extracurricular activity (e.g., athletic event, club activity, musical, concert, Homecoming, Prom, field trip, etc.) is expected. At a minimum, students must attend over **one-half of the school day** with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity.

Participation in extracurricular activities and athletic events is a privilege. Violations of the discipline code may also result in exclusion from participation in such events and activities, in addition to the consequences set forth below. **Students assigned to in-school or out-of-school suspension are prohibited from participating in activities/athletics from the time of the assigned consequence until the day after the suspension ends.**

Safe Schools Act

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. **Act 26** also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

School District Lockers



Lockers or cubbies are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants.

School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly. It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.

Searches

PR School Board Policy 226 Searches authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches

Individual students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under

school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation.

School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardians(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s).

Individual Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students for the convenient storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities. Such lockers are and shall remain the property of the school district. To the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given an opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

Individual Vehicle Inspections and Searches

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds that make the student's consent a condition of access to the privilege. Vehicle search procedures follow the same protocol as locker searches.

General Searches without Individualized Suspicion

When certain criteria are present, general searches of school premises, students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities (e.g., prom, homecoming, etc.), for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be

conducted in a minimally intrusive manner by staff members or using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision. (See "Weapons" section for more information)

General searches for controlled substances may be conducted when two or more credible sources indicate a use, possession or trafficking of controlled substances among students in school. For example, the building principal may receive information from a student and staff member involving controlled substances that does not include a specific name of an alleged person or persons.

General searches not based on individualized suspicion must be approved in advance by the superintendent or assistant superintendent. In a timely manner, the administration will inform the board that a general search was conducted and provide basic information of any prohibited items.

Anyone having tips regarding drug abuse, use or distribution can contact Northern Regional Police at 724-625-3197. If you are concerned that your child may have a drug and/or alcohol problem, several community resources are available to assist you. Trained members of the Pine-Richland staff serve on the Student Assistance Team in all of the buildings. Contact the school principal or your child's school counselor for further assistance and information.

OpenGate Metal Detector System

To further enhance our security, our district will implement the portable OpenGate metal detector system, advanced technology allows us to screen individuals for prohibited items in a way that is designed to be quick and non-intrusive, minimizing disruption to the school day or event while significantly improving our ability to maintain a safe environment.

Although not planned for daily use, building and district administrators will collaborate with the safety committee to determine when and where the units will be deployed, consistent with applicable board policy, in order to further enhance our existing security measures.

Smoke-Free Campus

For the safety and well-being of our students, staff and visitors, ***School Board Policy 222 Tobacco and Vaping Products*** authorizes the 24-hour, year-round smoke-free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers, e-cigarettes or any similar devices at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person using or renting school facilities at any time.

Possession and Use of Tobacco

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, vaporizers, e-cigarettes and all other tobacco and smokeless tobacco products (i.e. chew, snuff and other look-alike

products) in school buildings, on school buses, on school property, and at school-sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, students will be issued a citation for use, distribution, or possession of smoke or smokeless tobacco. Refer to ***PR School Board Policy 222***.

Student Access to Technology



As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Student Access to Technology Resources Agreement. Students and parents/guardians will be expected to sign this agreement on an annual basis electronically in the district's student information system. This agreement provides that:

- Technology resources are to be used only for learning within the district's approved curriculum.
- Accounts are to be used only by the authorized student owner. Passwords and Clever Badges are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside media storage devices (e.g., USB, thumb drives, etc.) may not be used without prior teacher approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared through technological means.
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files that may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or federal, state or local law or regulation is prohibited.
- Network users may download educationally appropriate materials for their own use.
- Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer or iPad.
- Unauthorized access or manipulation of security settings to access, modify, or otherwise interact with restricted content or information is prohibited and constitutes a crime in addition to local policy violations.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user's privileges and assessment for damages.
- All information stored on district resources is the property of PRSD.
- During synchronous instruction, video conferences through either Google Meet or Blackboard Connect shall not be recorded and should be used solely for the purpose of supporting the instructional needs of the students invited.
- Students should promptly enter and exit video conferences at the appropriately scheduled and communicated times. Staff should be the first one on and the last one out of the meeting.

NOTE: *Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action. Please refer to* ***PR School Board Policy 815 Acceptable Use of Internet, Computers and Network Resources*** *for additional information regarding appropriate use of district technologies. Pine-Richland School District uses a program on district-owned devices to help protect our students and as part of our compliance with the Child Internet Protection App (CIPA). Please click this link to review detailed information about this software that is designed to help keep our students safe and keep our parents informed.*

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Student Expression



The rights of students to express themselves in words or symbols are limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Student expressions that violate the rights of others are prohibited. Such expressions including but not limited to:

- Libel of any specific person or persons;
- Advocating the use or advertising the availability of any substance or material or promoting behavior that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students;
- Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic;
- Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, board policy or district rules or regulations;
- Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights;
- Violating established school or district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section. See **PR School Board Policy 220 Student Expression/Distribution and Posting of Materials** for more details.

Distribution and/or Posting of Non-school Materials

Students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the superintendent or designee.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with established procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

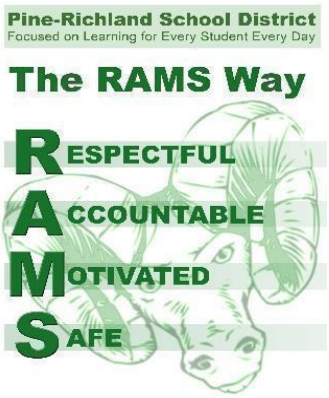
Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

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Student Expectations and Behavioral Guidelines



Conduct is closely related to learning. An effective instructional program requires a safe and welcoming school environment. While self-discipline is the district's primary goal, from time to time, the school district may take disciplinary action to accomplish the following objectives:

1. To assist young people in developing acceptable behavior patterns in school and in the community
2. To assist young people in developing respect for themselves, other students, faculty and advisors, school property, and safety in general
3. To assist young people to become responsible adults and productively engaged citizens
4. To provide young people with a firm yet responsible framework upon which they may develop to their fullest capacity, compatible with the goals of home and community, and whose end result is good citizenship and responsible character development

Students are expected to know and respect the rules and regulations of the district and its schools and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense and a shared desire for a safe and healthy learning environment are the key ingredients of this discipline code.

Students share the responsibility for school safety for themselves and others. The district has a number of reporting resources for students to share information related to school and public safety. Students are encouraged to use any of these resources.

1. Report concerns to a trusted adult at home or at school
2. Nondiscrimination/Title IX Sexual Harassment Affecting Students Complaint Form
3. Policy 249 -Bullying/Cyberbullying Complaint Form
4. Anonymous Reporting through Safe2Say
5. Northern Regional Police at 724-625-3197

RAMS Way

The RAMS Way is Pine-Richland's district-wide system for positive behavior interventions and supports. RAMS stands for Respectful, Accountable, Motivated, and Safe. Throughout the year, students will engage in lessons that model, teach, practice, and reinforce these core principles in various locations of the physical school (hallway, cafeteria, buses, etc.). as well as expectations during periods of virtual school as well.

Expectations for student behavior can be summarized in several simple, yet important terms. Students are expected to demonstrate the RAMS Way:

- **To Be Respectful**
- **To Be Accountable**
- **To Be Motivated**
- **To Be Safe**

The Rams Way expectations are taught, modeled, practiced and reinforced throughout the school year in a variety of settings. A continuum of consequences are utilized to support and change student behavior to further demonstrate Rams Way expectations leading to personal growth and development.

The PR School Board Policy Manual, including all current and up-to-date amendments, is maintained under the **School Board Tab** on the Pine-Richland School District Website. A hardbound copy is also available for inspection in the PRSD Administrative Office.

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Surveillance Cameras and Audio Recording

Under ***PR School Board Policy 816 Use of Video Surveillance Cameras*** the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (***PR School Board Policy 810.2 Transportation: Video/Audio Recording***). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

Terroristic Threats or Acts

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. All threats spanning grades K-12 whether communicated verbally, in writing, through gestures, or through other means such as phone calls, pictures/graphics, or electronic transmission will be taken seriously and investigated thoroughly. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Pine-Richland School Board may recommend that the student be permanently expelled from PRSD. It is the responsibility of the staff and students to responsibly report terroristic threats and acts. Any student supplying falsifying information shall be subject to disciplinary action.

Weapons

Pursuant to ***PR School Board Policy 218.1: Weapons*** and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, and stun guns, explosive devices, and/or any other common household item, tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such students will also be referred to local law enforcement authorities for criminal prosecution. The possession or use of a weapon or its look-alike on school property will trigger a community notification to ensure transparency and maintain public safety.

School premises are defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips. Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class. Please refer to ***PR School Board Policy 218.1*** for additional information.

School District Bus “Discipline Code”

Respect, Accountability, Motivation, and Safety are expected of all students who ride Pine-Richland school buses, to

and from school, field trips, athletic events or student activities. The rules for safe bus behavior are listed below. During the bus ride, students are expected to display the RAMS Way.

Surveillance Cameras

Under ***PR School Board Policy 816: Use of Video Surveillance Cameras***, the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (***PR School Board Policy 810.2***).

Level I Bus Conduct

- Remain seated and facing forward in assigned seats at all times. Stay clear of aisles and do not congregate across seats
- Do not stand until the bus comes to a complete stop.
- Use of electronic devices must be in accordance with ***PR School Board Policy 237*** and must not distract or disrupt other passengers or the vehicle operator or otherwise pose a hazard to the safe operation of the vehicle.
- Do not bring animals on the school bus unless expressly authorized.
- Shouting and/or using obscene, vulgar or unacceptable language in or outside of the bus is not permitted.
- Do not extend your head, arm, hand or any part of you out the bus window.
- Speak respectfully to the school bus driver and other passengers.

Consequences of Level I School Bus Misbehavior:

- Driver/student conference and warning
- Assigned seats or change in assigned seating to promote safety
- Principal/student conference and warning
- Parent/principal conference
- Bus suspension (one or more days)

Level II Bus Conduct

- Do not damage the bus in any way.
- Do not damage the personal property of others on the bus.
- Do not litter in the bus. Spitting is prohibited.
- Do not throw anything inside the bus or out the bus windows.
- Do not throw objects or cause injury to others on the bus.
- Unwanted physical contact is prohibited.

All bus riders are to follow any special instructions given by the school bus driver. This includes sitting in assigned seats.

Consequences of Level II School Bus Misbehavior

- Principal & parent notified of first offense
- Restitution for property damage
- Bus suspension (One or more days)
- Report filed with local police

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Level III Bus Conduct

- Fighting on the bus is prohibited.
- The use or possession of weapons, drugs, tobacco, alcohol or look-alikes is a serious violation of the discipline code and will be dealt with accordingly.

Consequences of Level III School Bus Misbehavior
Principal and parent notified; bus suspension to run concurrently with other disciplinary penalties.

School District Discipline Structure

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence. Each building may have additional guidelines for student behavioral expectations. Each incident is unique, detailed and thorough investigations will guide all recommended actions.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age and developmental level
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers, and/or others as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Level I

Level I Offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which interfere with the orderly operation of the school. While these misbehaviors are usually handled by the individual staff member who observes the incident, they may require the intervention of other school personnel. Repeated instances of misbehavior at this level raise the offense to a higher level.

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Examples Include but Not Limited to:

- Swearing
- Cafeteria misbehavior
- Unauthorized or inappropriate use of electronic devices
- Field trip misbehavior
- Classroom tardiness
- Not displaying parking permit
- Dress code violations
- Not following the school's procedure for arriving tardy to school
- Reprisals or retaliation for responsible reporting
- Not following the school's procedure for early dismissal
- Throwing objects
- Engaging in horseplay
- Hall roaming
- Damaging school property
- Inappropriate display of affection
- Littering
- Off-task behaviors
- Excessive talking
- Eating/drinking in classrooms or hallways
- Misbehavior in assemblies
- Unprepared for class
- School bus misbehavior
- Bathroom misconduct
- Misbehavior during synchronous virtual instruction

Examples of Level I Consequences Include but Not Limited to:

- School Counseling Support
- Verbal Warning
- Improvement Plan
- Written Record of Offense
- Temporary Removal from Peers with Supervision
- Parent/Teacher Conference
- Student Conference and Establishing Connections to School Community
- Mediation
- Lunch Detention
- Detention
- Behavior Contract
- Phone Call Home
- Denial of Privileges
- Confiscation (returned to parent/guardian only)
- Reteaching of expected behaviors
- Conflict resolution
- Restitution

Level II

Level II Offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These infractions can result from the continuation of Level I misbehaviors or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

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Examples Include but Not Limited to:

- Persistent or more severe Level I Behaviors
- Bullying/cyberbullying
- Lying
- Cheating
- Misrepresentation of parent or guardian
- Disrespect
- Defiance of authority
- Insubordination
- Driving to school without a parking permit
- Reprisals or retaliation for responsible reporting
- Leaving school building without permission
- Falsifying information
- Sexting
- Use or possession of tobacco or electronic smoking devices (1st offense)
- Not serving detention
- Unwanted physical contact
- Violation of technology agreement (Acceptable Use of Internet, Computers and Network Resources Policy)
- Forgery (Example: Forging a permission slip)
- Cutting class
- School bus misbehavior

Examples of Level II Consequences Include but Not Limited to:

- Improvement plan
- Temporary Removal from Peers with Supervision
- Letter sent home
- Written record of offense
- Loss of Privileges
- Conference with student and parent
- Detention
- In-school suspension
- Out-of-school suspension
- Referral to police or district magistrate
- Restorative practices
- Referral to Pupil Services Team
- Referral to appropriate substance abuse counseling
- Referral to counseling services

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health or safety of those in the school.

Examples Include but Not Limited to:

- Persistent or more severe Level I or II behavior
- Disrespect
- Defiance of authority or insubordination
- Theft
- Threats
- Extortion
- Bribery
- Possession/use of drug paraphernalia
- Use or possession of tobacco or electronic smoking devices (subsequent offense)
- Leaving school grounds without permission (Ex.: Cutting school)
- Possession/use of gambling paraphernalia
- Fighting
- Physical Aggression
- Vandalism
- Smoke bombs
- Unsafe driving in the parking lot
- Involvement with alcohol and/or drugs
- Harassment
- Hazing
- School bus misbehavior
- Unauthorized tampering with the district's network system

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Examples of Level III Consequences Include but Not Limited to:

- In-School Suspension
- Out-of-School Suspension
- Parent Conference Required Prior to Return to Class
- Referral to the Superintendent
- Referral to Police
- Student Activity Restriction
- Possible referral by the Superintendent to the PR Board of School Directors for consideration of expulsion from school
- Individual/Group Counseling Referral
- Social Restrictions
- SRO/SSO notification
- Referral to Pupil Services Team
- Referral to appropriate substance abuse counseling
- Referral to Student Assistant Program

Level IV

Level IV misbehaviors disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These serious infractions always require administrative actions and may require the removal of the student from school, the intervention of law enforcement authorities and possible action by the PR School Board.

Examples Include but Not Limited to:

- Persistent or more severe Level I, II, or III misbehavior
- Terroristic threats or acts
- Bomb threats
- Tampering with fire extinguishers or fire safety systems
- Arson
- Weapons or look-alikes
- Assault
- False fire alarms
- Discrimination/Harassment/Title IX Sexual Harassment
- Distribution of drugs, alcohol or other illegal substances

Examples of Level IV Consequences Include but Not Limited to:

- Out-of-school suspension
- Possible referral by the Superintendent to the PR Board of School Directors for consideration of expulsion from school
- Referral to the police and/or district magistrate
- Parent Conference Required Prior to Return to Class
- Referral to the Superintendent
- Individual/Group Counseling Referral
- Social Restrictions
- SRO/SSO notification
- Referral to Pupil Services Team
- Referral to appropriate substance abuse counseling
- Referral to Student Assistance Program

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Safe Schools Reporting

Annually, the Safe Schools Report serves as a data collection vehicle, content distribution and report repository for the PA Department of Education's Office of Safe Schools. Safe Schools, Student Assistance Program (SAP), and Alternative Education for Disruptive Youth (AEDY) data is collected annually and aggregated into an assortment of public and private reports (https://www.education.pa.gov/Schools/safeschools/datareports/Pages/default.aspx). The report includes disciplinary infractions that resulted in suspensions and/or were entered into our student information system using one of the followingSafe School codes.

Aggravated Assault on Staff	Kidnapping/Interference with Custody of Child	Suicide - Attempted
Aggravated Assault on Student	Minor Altercation	Suicide - Committed
Aggravated Indecent Assault	Obscene & other sexual materials and performance	Terroristic Threats (excl bomb threats)
All Other Forms of Harassment/Intimidation	Open Lewdness	Theft (Incl Victim)
Arson and Related Offenses	Possession of Weapon	Threat-FOUNDED
Bomb Threats	Possession, Use, or Sale of Tobacco	Threatening School Official/Student
Bullying	Possession, Use, or Sale of Vaping Materials	Statutory Sexual Assault
Burglary	Possession/Use of a Controlled Substance	Unlawful Restraint
Crimes Related to Criminal Homicide	Racial/Ethnic Intimidation	Use of Threatening Language
Criminal Trespass	Rape	Weapon Lookalikes
Cyber Harassment of a Child	Reckless Endangering Another Person	
Disorderly Conduct	Rioting	
Disorderly Persons Failure to Disperse	Robbery	
False fire alarms	Sale, Poss, Use, or Under the Infl. of Alcohol	
Fighting	Sale/Distribution of a Controlled Substance	
Indecent Assault	Sexual Assault	
Indecent Exposure	Sexual Harassment	
Institutional Sexual Assault	Simple Assault on Staff	
Institutional Vandalism	Simple Assault on Student	
Involuntary Deviate Sexual Intercourse	Stalking	

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Resources for Families

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a Trusted Adult, One at Home and One at School. Below are resources for reporting and resources for yourself.

- **Resolve Crisis Services -** 1-888-796-8226
- **Northern Regional Police**: 724-625-3197
- **National Suicide Prevention Lifeline -** 1-800-273-8255 (Calls are answered by a mental health counselor 24/7.)
- **Crisis Text Line -** Text START to 741-741 to text with a crisis counselor.
- **Safe2Say Something Mobile App -** 1-844-SAF-2SAY
  or 1-844-723-2729

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Administrative Contacts

Pine-Richland School District
702 Warrendale Rd., Gibsonia PA 15044
Phone: 724-625-7773 | **Fax**: 724-625-1490
www.pinerichland.org

Dr. Brian R. Miller	Superintendent	x 6100
Barbara Williams	Administrative Assistant to Superintendent/Board Secretary	x 6100
Dr. Michael Pasquinelli	Assistant Superintendent of Secondary Education & Curriculum	x 6110
Dr. Kristen Justus	Assistant Superintendent of Elementary Education & Curriculum	x 6110
Carolyn Will	Administrative Assistant to Assistant Superintendent	x 6110
Abigail Hutchison	Secretary	x 6307
Christopher Juzwick	Director of Financial and Operational Services	x 6303
Schaely Renfrew	Assistant Business Manager	x 6300
Doris McCartney	Payroll & Employee Benefits Specialist	x 6302
Bryan Dworek	Accounts Receivable and Payable Specialist	x 6306
John Stoughton	Transportation and Facilities Use Coordinator	x 6803
Davida van Mook	State Reporting Coordinator/PIMS Coordinator	x 6000
Brian Glickman	Director of Human Resources/Title IX Coordinator	x 6201
Alexia Meijer	Human Resources Support	X 6301
Matthew McGoey	Human Resources Specialist	x 6304
Shawn Stoebener	Director of Technology	x 6305
Erin Hasinger	Director of Communications	x 6202
Steve Karpinski	Media Services Specialist	x 1505
Andrew Mundy	Media and Communications Coordinator	x 6203
Jeffrey Zimmerman	Director of Facilities Management	x 6750
Bruce Riemer	Assistant Director of Facilities	x 6754
Jamie Rucker	Assistant Director of Facilities	x 6751

Pine-Richland Pupil Services Directory
3811 Bakerstown Rd., Gibsonia, PA 15044
Phone: 724-443-7230 | **Fax**: 724-443-7374

Dr. Maura Paczan	Director of Student Services	x 6503
Dr. Greta Kuzilla	Asst. Director of Student Services and Special Education	x 6501
Kaytlyn Snee	Special Education Secretary	x 6501
Mary Pegher	Administrative Assistant to Director of Student Services	x 6500
Dr. Melissa Ramirez	School Psychologist	x 6504
Dr. Taylour Kimmel	School Psychologist	x 6505
Dr. Alysha Kaparakos	School Psychologist	x 6508
Carolyn Welschonce	Social Worker	x 7807

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Pine-Richland School Board

The 2026 Pine-Richland School Board consists of nine members who set policy for the school district.

School directors include President Ashley Fortier, Vice President Melissa Vecchi, Treasurer Marc Casciani and directors Mr. Randy Augustine, Mrs. Amy Cafardi, Mrs. Liz DeLosa, Mrs. Leslie Miller, Mr. Philip Morrissette, and Mr. Michael Wiethorn.

Visit www.pinerichland.org/school-board to view upcoming meetings, archived agendas and much more.



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The Pine-Richland School District Discipline Code is based on adopted board policy and is subject to change as such policies are adopted, amended or revised. Visit www.pinerichland.org/school-board and click on board policies to reference board policies.