218. STUDENT DISCIPLINE

1. Purpose

It is a common desire of parents/guardians and teachers to promote good behavior in school. It is most likely even the desire of most students. Demanding appropriate behavior is not the only important element of good education--but it is a very important first step. Behavior which infringes on the rights of others necessitates disciplinary action by professional personnel who have a basic responsibility to teach good citizenship and to assist each student to develop self-control.

2. Authority

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules for students in kindergarten through twelfth grade are called the Code of Conduct.

The School Board shall include policies governing student discipline and a listing of student rights and responsibilities. Students have a right to a free and full education. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.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 so as to meet fair 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 for all students enrolled therein.
5. Comply with Commonwealth and local laws.

6. Exercise proper care when using public facilities and equipment.

7. Attend school daily and be on time at all classes and other school functions.

8. Make up work when absent from school.

9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

10. Report accurately and not use indecent or obscene language in student newspapers or publications.

3. Guidelines

Rules governing student conduct shall require students to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to the educational program in which they are engaged; obey constituted authority and respond to those who hold that authority.

Title 22
Sec. 12.5

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. **Corporal punishment** is defined as any form of physical contact with intent to punish. However, reasonable force may be used by teachers and school authorities under any of the following or similar circumstances:

1. To quell a disturbance.

2. To obtain possession of weapons or other objects deemed to be dangerous in the judgement of the teacher and/or school authority.

3. For the purpose of self-defense.

4. For the protection of persons or property.

4. Delegation of Responsibility

The Superintendent with the school principal shall prepare rules for students which provide for:

1. Parental conferences.

2. Sequential discipline.

3. Suspension from school attendance in accordance with Board policy.
| Pol. 233 | The Superintendent shall publish and provide to all students and their parents/guardians the rules of this district regarding the code of student conduct and the sanctions which may be imposed for breach of those rules. The Code of Conduct shall be adopted by the Board. A copy of the Code of Conduct shall be provided to students and parents/guardians through the senior high school, middle school, intermediate school and elementary handbooks distributed to all students in kindergarten through twelfth grades at the beginning of each school year. A copy of the Code of Conduct shall also be made available in each school library. |
| SC 1317 | The building principal and/or the assistant principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Board and to the student's due process right to notice, hearing, and appeal, as required by applicable law. If the student is a student with a disability, the principal and/or assistant principal must consult the student’s IEP or Chapter 15 Service Agreement. |
| SC 1317 | Teaching staff members and other employees of the Spring-Ford Area School District having authority over students shall have the authority to take such reasonable actions as may be necessary to control the conduct of students in all situations and in all places where such students are within the jurisdiction of the Spring-Ford Area School District Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. |
| 20 U.S.C. Sec. 1400 et seq | When disciplining students with disabilities the district is also subject to federal and state law applicable to students with disabilities. For such students, Board members and employees must refer to the Individual With Disabilities Education Act, its accompanying regulations, and Pennsylvania regulations in Chapter 14, as well as Section 504 of the Rehabilitation Act, and Chapter 15 of the Pennsylvania regulations. Consistent with Chapter 14 and Board Policy 113.1, punishment for a manifestation of a student’s disability is not permitted. |
| Title 22 Sec. 12.3, 12.5 | The principal and/or assistant principal assumes the responsibility for overseeing the condition of discipline in his/her building. Each principal and/or assistant principal is responsible for establishing a positive learning environment for all students. |
Role Of The Teacher

The child's classroom teacher provides the first level of intervention in the event of a disciplinary problem. The teacher, utilizing situational leadership, collects information, assesses each problem, and determines what action will be appropriate and effective.

Role Of Parents/Guardians

It is anticipated that parents/guardians will embrace the Spring-Ford Discipline Policy and support school and district rules.

ELEMENTARY SCHOOL EXPECTATIONS FOR BEHAVIOR (K-4)

The goal of the elementary school (K-4) is to provide an environment where teachers can teach and students can learn effectively and efficiently.

1. Spring-Ford students will not prevent:
   a. Teachers from teaching.
   b. Students from learning.

2. Spring-Ford students show respect for:
   a. Themselves.
   b. Others.
   c. All adults.
   d. Individual differences.
   e. Property.

3. Spring-Ford students will demonstrate acceptable behavior and language.

4. Spring-Ford students will obey all:
   a. Cafeteria rules.
   b. Playground rules.
c. Bus rules.

d. School rules.

5. Spring-Ford students are responsible for their own actions.

Procedures And Consequences For Unacceptable Behavior

1. The majority of all behavior problems will be handled by the staff member observing the problem. Staff members will work with children so that they become aware of how their actions are in conflict with rules and expectations. In most cases involving small problems and minimal infractions of school rules, a warning will be given by the staff member involved.

2. Repeated misbehavior, a lack of response on the part of a student, or a more severe problem will be referred to the appropriate staff member. The teacher will decide how to handle the problem, if a consequence or punishment should be affected, and whether or not to involve parents/guardians. If the student is a student with a disability, staff members, teachers, and the principal and/or assistant principal must refer to the IEP or Chapter 15 Service Agreement before deciding how to address the problem.

3. Continued severe problems that serve to disrupt the instructional process, jeopardize the safety of students, or thwart the authority of staff members will be referred to the principal and/or assistant principal. The principal and/or assistant principal will review the past behavior history of the student and will make decisions relating to the appropriate consequence(s).

4. The principal and/or assistant principal have the authority to assign after-school and Saturday detentions and suspend students for ongoing and/or serious infractions of the Elementary School Code of Behavior and related district policies. Field trips and after-hour activities are valuable educational experiences as well as a reward for appropriate student behavior. Students who exhibit ongoing or severe behavioral issues may not be permitted to attend after-hours activities, field trips, or school-sponsored events.
INTERMEDIATE SCHOOL EXPECTATIONS FOR BEHAVIOR (Grades 5-6)

The goal of the intermediate school (Grades 5-6) is to provide an environment where teachers can teach and students can learn effectively and efficiently.

1. Spring-Ford students will not prevent:
   a. Teachers from teaching.
   b. Students from learning.

2. Spring-Ford students will show respect for:
   a. Themselves.
   b. Others.
   c. All adults.
   d. Individual differences.
   e. Property.

3. Spring-Ford students will demonstrate acceptable behavior and language.

4. Spring-Ford students will obey all:
   a. Cafeteria rules.
   b. Playground rules.
   c. Bus rules.
   d. School rules.

5. Spring-Ford students are responsible for their own actions.
Procedures And Consequences For Unacceptable Behavior

1. The majority of all behavior problems will be handled by the staff member observing the problem. Staff members will work with children so that they become aware of how their actions are in conflict with rules and expectations. In most cases involving small problems and minimal infractions of school rules, a warning will be given by the staff member involved.

Title 22 Sec. 15.7

2. Repeated misbehavior, a lack of response on the part of a student, or a more severe problem will be referred to the appropriate staff member. The teacher will decide how to handle the problem, if a consequence or punishment should be affected, and whether or not to involve parents/guardians. If the student is a student with a disability, staff members, teachers, and the principal and/or assistant principal must refer to the IEP or Chapter 15 Service Agreement before deciding how to address the problem.

3. Continued severe problems that serve to disrupt the instructional process, jeopardize the safety of students, or thwart the authority of staff members will be referred to the principal and/or assistant principal. The principal and/or assistant principal will review the past behavior history of the student and will make decisions relating to the appropriate consequence(s).

4. The principal and/or assistant principal have the authority to assign after-school and Saturday detentions and suspend students for ongoing and/or serious infractions of the Intermediate School Code of Behavior and related district policies. Field trips and after-hour activities are valuable educational experiences as well as a reward for appropriate student behavior. Students who exhibit ongoing or severe behavioral issues, which results in more than two (2) suspensions or the accumulation of six (6) suspensions days, will not be permitted to attend after-hours activities, field trips, or school-sponsored events.

5. A student who has been suspended from school will not be permitted to participate or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.

MIDDLE SCHOOL DEMERIT SYSTEM

Level I - Offenses Leading To Detention (AM, Lunch, PM)

1. Unexcused tardiness to school.

2. Lateness to class and other assigned areas.
3. Unbecoming behavior in peer relationships.
4. Improper corridor/stairwell behavior (running, excessive noise, shoving, etc.).
5. Eating food/chewing gum in class or in halls.
6. Loitering in halls or lavatories.
7. Failure to return official school forms in required time.
8. Unauthorized presence in the building.
9. Littering or misuse of school property.

**Level II - Offenses Leading To Suspension**

2-5 Demerits -

1. Two (2) or more dress violations.
2. Misuse of corridor pass or privilege.
3. Forgery (report cards, excuses, and other school forms).
4. Cutting classes, assemblies, lunch, study halls, clubs, homerooms.
5. Display of inappropriate conduct at any school-sponsored activity.
6. Abusive language (includes profanity and/or inappropriate gestures).
7. Failure to report to office when sent by school personnel.
8. Failure to report to discipline meeting.
9. Verbal and/or written threats to others.
10. Minor bus infractions.
11. Leaving class without permission.
<table>
<thead>
<tr>
<th>5-8 Demerits -</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leaving school building or school property without permission.</td>
</tr>
<tr>
<td>2. Truancy.</td>
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<tr>
<th>5-10 Demerits -</th>
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<tbody>
<tr>
<td>Pol. 222</td>
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<tr>
<td>1. Violation of the Tobacco Use Policy.</td>
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**Level III - Offenses Leading To Suspension Or Expulsion**

<table>
<thead>
<tr>
<th>3-5 Demerits -</th>
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<tbody>
<tr>
<td>1. Improper auditorium conduct.</td>
</tr>
<tr>
<td>2. Improper cafeteria conduct.</td>
</tr>
<tr>
<td>3. Minor vandalism, littering, misuse of school property.</td>
</tr>
<tr>
<td>4. Failure to report for assigned detention.</td>
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<tr>
<td>5. Disrespect for school personnel.</td>
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</tbody>
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<tr>
<th>5-10 Demerits -</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open defiance and contempt for authority.</td>
</tr>
<tr>
<td>2. Refusal to leave class when ordered.</td>
</tr>
<tr>
<td>3. Willful destruction of school property/major vandalism.</td>
</tr>
<tr>
<td>4. Possession and/or use of an amplified light device (for example, a laser or similar devices).</td>
</tr>
<tr>
<td>5. Disruptive behavior which causes an interruption or disruption to the school and education environment and process.</td>
</tr>
<tr>
<td>6. Asocial behavior - unwillingness to conform to conventional behavior.</td>
</tr>
</tbody>
</table>
5-20 Demerits -

1. Peer harassment (verbal and/or physical).

2. Fighting - two (2) or more individuals engaged in harmful and/or offensive contact (will be referred to school police and/or local police).

3. Willful destruction of school property.

4. Persistent asocial behavior.

5-30 Demerits -

1. Participation in a theft (may be referred to school police officer).

The following offenses may result in immediate suspension, as warranted by the administration. Parents/Guardians will be afforded the opportunity, if requested, for an informal hearing for an explanation of the incident and consequences. The offender may also be recommended to the Superintendent for further action.

20-30 Demerits -

1. Theft (will be referred to local police).

2. Assault and Battery - the application of force to another resulting in harmful or offensive contact (will be referred to local police).

3. Violation of the Sexual Harassment Policy.

4. Violation of the Terroristic Threats/Act Policy.

5. Violation of the Hazing Policy.

6. Severely asocial behavior.

7. Disruptive behavior which causes severe disruption to the school and education environment and process.

8. Behavior which places others in peril.
30 Demerits - Immediate ten-day suspension (will be referred to police)

1. Deliberate physical attack on school personnel.

2. Intentional entrance without consent from the building principal into restricted noneducational area(s) such as boiler room/maintenance room(s), catwalk(s), ceiling, roof and technology wiring closets.

Pol. 218.1 3. Violation of the Weapons Policy.

Any student who is in violation of the weapons policy while attending or participating in school-sponsored curricular or extracurricular activities conducted on or off school premises shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year. When the period of exclusion has ended, the student is eligible to participate in activities which have not already begun.

Pol. 227 4. Violation of the Drug Abuse Policy including being under the influence.

5. Violent criminal offense (refer to police for determination) as defined in Title 18 of the Pennsylvania Consolidated Statutes (such as kidnapping, robbery, aggravated assault [on the student], rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and/or attempt to commit any of the following: homicide, murder or voluntary manslaughter).

Penalties For Accumulated Demerits For Students In Grades 7-8

1. A student who reaches a level of five (5) demerits will be alerted and a letter will be sent to the home. The student may request a meeting with the assistant principal.

2. A student who reaches a level of ten (10) demerits will be suspended for up to three (3) days. A student who has been suspended from school will not be eligible to participate and/or attend any social activities, i.e. school dances, movies, etc. for a minimum of thirty (30) school days and/or until the end of the marking period, whichever period is longer.

3. A student who reaches a level of twenty (20) demerits will be suspended for up to five (5) days.
4. Any student who is subject to school suspension for a second time or has twenty (20) or more demerits during the school year will be ineligible to seek election or serve as a class officer or member of student government, attend and participate in interscholastic athletics, or attend and participate in student activities for the reminder of that school year. This includes all school activities, during the day and evening, including commencement and commencement exercises.

5. A student who reaches the level of thirty (30) demerits will be suspended for up to ten (10) days.

6. A student who has exceeded thirty (30) demerits will be suspended for up to ten (10) days for each multiple of ten (10) demerits beyond thirty (30) demerits.

7. A student who accumulated forty (40) or more demerits may be recommended to the School Board for expulsion.

Additional Sanctions

1. A student who has been suspended from school will not be permitted to participate or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.

2. Any student in violation of the following infraction(s) during the school day or while attending or participating in school-sponsored curricular or extracurricular activities, conducted on or off school premises, shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of the incident:

   a. Violation of the Drug Abuse Policy.

   b. Possession, use and/or under the influence of alcohol.

   c. Stealing or vandalism requiring severe disciplinary action.

   d. Violation of the Weapons Policy.

   e. Violation of the Sexual Harassment Policy.

   f. Violation of the Terroristic Threats/Acts Policy.

   g. Violation of the Hazing Policy.
3. Any student who receives an expulsion from the school district shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of expulsion.

A student who goes through a forty-five (45) school day attendance period free of any demerits will have up to five (5) demerits removed.

Right Of Appeal

A parent/guardian may have one (1) appeal for probationary reinstatement to school activities after a period of not less than forty-five (45) school days. No student will be permitted to become a member of any school-sponsored activity which has already officially started for that year. An Appeal Board must be convened within ten (10) school days after receiving the request for appeal.

The Appeal Board shall give consideration to at least the following:

a. Grades.

b. Demerits.

c. Attendance.

d. A counseling plan.

e. Letters of recommendation from any or all of the following: (At least two (2) will be required)

   1) Staff members.

   2) Parents/Guardians.

   3) Clergy.

   4) Employers.

   5) Community Organizational Leaders.
HIGH SCHOOL DEMERIT SYSTEM

Level I - Offenses Leading to Suspension

2-5 Demerits -

1. Forgery.

2. Cutting class, assemblies, lunch, study hall and/or homeroom.

3. Failure to report to detention assigned by a teacher for unsatisfactory effort in a subject or subjects.

4. Two (2) or more dress violations.

5. Improper hall conduct.

6. Unbecoming behavior in peer relationships.

7. Misuse of corridor pass or privilege.

8. Unauthorized presence in building.

5-8 Demerits -

1. Leaving school building or school property without permission.

5-10 Demerits -

Pol. 222

1. Violation of Tobacco Use Policy.

Level II - Offenses Leading To Suspension And/Or Expulsion

3-5 Demerits -

1. Leaving class without permission.

2. Minor damages to school property/misuse of school equipment and supplies.

3. Failure to report to detention (conduct reasons).

4. Disrespect for authority.
5. Abusive language (including profanity and/or inappropriate gestures).

6. Failure to report to office when requested.

5-8 Demerits -

1. Truancy

5-10 Demerits -

1. Misconduct in the cafeteria (could lead to assigned seat).

2. Open defiance and contempt for authority.

3. Refusing to leave classroom when ordered to do so.

4. Disruptive behavior which causes an interruption or disruption to the school and education environment and process.

5. Asocial behavior - unwillingness to conform to conventional behavior.

5-20 Demerits -

1. Peer harassment (verbal and/or physical).

2. Fighting - two (2) or more individuals engaged in harmful and/or offensive contact (will be referred to school police and/or local police).

3. Willful destruction of school property (extreme cases may lead directly to expulsion).

4. Persistent asocial behavior.

5-30 Demerits -

1. Participation in a theft (may be referred to school police).

20-30 Demerits -

1. Theft (will be referred to local police).
2. Assault and Battery - the application of force to another resulting in harmful or offensive contact (will be referred to local police).

Pol. 248

3. Violation of the Sexual Harassment Policy.

Pol. 218.2

4. Violation of the Terroristic Threats/Act Policy.

Pol. 247

5. Violation of the Hazing Policy.

6. Severely asocial behavior.

7. Disruptive behavior which causes severe disruption to the school and education environment and process.

8. Behavior which places others in peril.

30 Demerits - Immediate ten-day suspension (will be referred to police)

1. Deliberate physical attack on school personnel.

2. Intentional entrance without consent from the building principal into restricted noneducational area(s) such as boiler room/maintenance room(s), catwalk(s), ceiling, roof and technology wiring closet.

Pol. 218.1

3. Violation of the Weapons Policy.

Any student who is in violation of the weapons policy while attending or participating in school-sponsored curricular or extracurricular activities conducted on or off school premises shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year. When the period of exclusion has ended, the student is eligible to participate in activities which have not already begun.

Pol. 227

4. Violation of the Drug Abuse Policy including being under the influence.

5. Violent criminal offense (refer to police for determination) as defined in Title 18 of the Pennsylvania Consolidated Statutes (such as kidnapping, robbery, aggravated assault [on the student], rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and/or attempt to commit any of the following: homicide, murder or voluntary manslaughter).
## Pol. 233

### Penalties For Accumulated Demerits For Students In Grades 9-12

1. A student who reaches a level of five (5) demerits will be alerted and a letter will be sent to the home. The student may request a meeting with the assistant principal.

2. A student who reaches a level of ten (10) demerits will be suspended for up to three (3) days.

3. A student who reaches a level of twenty (20) demerits will be suspended for up to five (5) days.

4. Any student who is subject to school suspension for a second time or has twenty (20) or more demerits during the school year will be ineligible to seek election or serve as a class officer or member of student government, attend and participate in interscholastic athletics, or attend and participate in student activities for the remainder of that school year. This includes all school activities, during the day and evening, including commencement and commencement exercises.

5. A student who reaches the level of thirty (30) demerits will be suspended for up to ten (10) days.

6. A student who has exceeded thirty (30) demerits will be suspended for up to ten (10) days for each multiple of ten (10) demerits beyond thirty (30) demerits.

7. A student who accumulated forty (40) demerits or more may be recommended to the School Board for expulsion.

### Additional Sanctions

1. A student who has been suspended from school will not be permitted to participate or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.
2. Any student in violation of the following infraction(s) during the school day or while attending or participating in school-sponsored curricular or extracurricular activities, conducted on or off school premises, shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of the incident:

Pol. 227  
- b. Possession, use and/or under the influence of alcohol.
- c. Stealing or vandalism requiring severe disciplinary action.

Pol. 218.1  
- d. Violation of the Weapons Policy.

Pol. 248  
- e. Violation of the Sexual Harassment Policy.

Pol. 218.2  
- f. Violation of the Terroristic Threats/Acts Policy.

Pol. 247  
- g. Violation of the Hazing Policy.

3. Any student who receives an expulsion from the school district shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of expulsion.

A student who goes through a forty-five (45) school day attendance period free of any demerits will have up to five (5) demerits removed.

**Right Of Appeal**

A parent/guardian may have one (1) appeal for probationary reinstatement to school activities after a period of not less than forty-five (45) school days. No student will be permitted to become a member of any school-sponsored activity which has already officially started for that school year. An Appeal Board must be convened within ten (10) school days after receiving the request for appeal.

The Appeal Board shall consist of seven (7) members. Members of the Appeal Board shall consist of:

- a. Three (3) members of the professional staff.
- b. One (1) building administrator.
c. One (1) guidance counselor.

d. Two (2) Board members.

The Appeal Board shall give consideration to at least the following:

a. Grades.

b. Demerits.

c. Attendance.

d. A counseling plan.

e. Letters of recommendation from any or all of the following:  
   (At least two will be required)

   1) Staff members.

   2) Parents/Guardians.

   3) Clergy.

   4) Employers.

   5) Community organizational leaders.

RELATED POLICIES

113.1 Behavior Support for Students with Disabilities
123 Interscholastic Athletics
218.1 Weapons
218.2 Terroristic Threats/Acts
221 Dress and Grooming
222 Tobacco Use
226 Searches
227 Drug Abuse
233 Suspension and Expulsion
247 Hazing
248 Sexual Harassment