

IMS Discipline Code

Expectations for student behavior

Students are expected to behave in a way that fosters or enhances a positive learning environment. Students should feel safe and comfortable in the learning environment. Bethel Park School District believes that every student has the right to attend school free from harassment or bullying. The golden rule “Do unto others as you would have them do unto you” is a good standard to follow for behavior. However, when students do not behave in an acceptable manner, disciplinary measures must be taken. The following code outlines those measures.

Discipline Code Levels

The following descriptions of the three levels of discipline are progressive in nature and are developmentally appropriate for the age of the students in each grade. The procedures and consequences are used for discipline and for behavior modification. Levels for each violation reflect the minimum discipline that will be applied. The administrators reserve the right to use their discretion in evaluating cases and may discipline using more severe consequences than the minimum stated in the code, especially in cases of persistent disobedience. Additionally, students may be referred to the Student Assistance Team, Instructional Support Team, Student Support Team, or to the Alternative Education program. When an infraction is against the law, students will be cited according to the PA Crime Code. This discipline code applies to students on school property and at co-curricular or sports-related activities. These guidelines take into account that the school acts in loco parentis. Additionally, the following School Board policies and PA Crimes Code Violations support the regulations and discipline as outlined in this document:

School Board Policies: These can be found on the BPSD website under Administration/School Board

- 204 Attendance
- 218 Student Discipline
- 220 Student Expression
- 221 Dress and Grooming
- 222 Tobacco Use
- 223 Use of Bicycles and Motor Vehicles
- 224 Care of School Property
- 227 Controlled Substances/paraphernalia
- 233 Suspension/Expulsion
- 247 Hazing
- 248 Unlawful Harassment

Crimes Code Violations

- Disorderly Conduct(18 PA C.S. Sec. 5503)
- Drugs and Alcohol(P.S. Sec. 8337)
- False Fire Alarms(18 PA C.s. Sec. 4905)
- Harassment(PA C.S. Sec. 2709)
- Physical Attacks(18 PA C.S. Sec. 2702; Act 197 PA legislature)
- Simple Assault(PA C.S. Sec. 2701)
- Theft(18 PA C.S. Sec. 3903 and 3921)
- Threats(18 PA C.S. Sec. 2701and 2706)
- Tobacco (18 PA C.S. Sec. 6306; 35 PS 1223.5)
- Vandalism(18 PA C.S. Sec. 3307)
- Weapons(18 PA C.S. Sec. 912)

Detention

All proctor assigned detentions are issued by an administrator. Teachers and security personnel will send referrals for detention to the building principal. The student must report promptly to detention on the date and time assigned. In the event of a delay or cancellation of school, students assigned to detention should report to detention on the following school day. Teachers also reserve the right to assign a detention which requires students to stay after school with the teacher.

- Lunch detention
- A.M. detention
- P.M. detention
- Saturday detention is held from 9 a.m. - 12noon (three hours).

The following rules apply to detentions:

- Tardiness is considered an absence and students will not be admitted.
- Students must bring study materials to occupy them during the assigned detention.
- Any disturbance or lack of cooperation results in the student being sent home and the time spent in detention void.
- Sleeping is not permitted.
- Food, drink, radios, and electronic devices are not permitted.
- Failure to report to assigned detentions is treated as a level 1 offense the first time; a level 2 thereafter.

Out of School Suspension

Suspension is the exclusion of a student from school for a period up to ten (10) days. Any student who is suspended from school is not permitted on school property and may not attend or participate in any school sponsored activity for the duration of the suspension.

The student is responsible for any assignments missed during the suspension. Students who are suspended must arrange to receive homework assignments.

Expulsion

Expulsion is an exclusion from school for a period exceeding ten (10) school days and may be permanent. The School Board or a Committee of Board Members may hold a hearing and make the final decision regarding expulsion. During the time of the original 10 day suspension a stipulated adjudication may be written and agreed upon by the Board of School Directors, Superintendent, parents and student in lieu of a School Board hearing.

Any student who is expelled permanently from school is not permitted on school property and may not attend or participate in any school-sponsored activity for the duration of the expulsion. Students who are expelled to BPHS Alternative Education School are only permitted on school property during Alternative Education School hours unless accompanied by a parent/guardian.

LEVELS OF OFFENSES AND CONSEQUENCES

LEVEL 1

This is generally minor misbehavior on the part of the student which interferes with orderly classroom procedures or the orderly operation of the school. Behavior problems at this level are often handled by an individual staff member, even though there are times when the intervention of the principal is required.

Procedures

- There is immediate intervention by the staff member on site or on duty.
- An accurate record of the offense is made.
- The principal may be notified and intervene.
- Parents/guardians may be notified
- Conflict mediation may be used as appropriate

Consequence Options – one or more of the following will be used as consequences

Middle School (IMS) – 7-8

- Confiscation of item/restitution
- Student conference with principal or teacher
- P.M. detention

LEVEL 2

This level addresses misbehavior where frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions often result from the continuation of Level I behavior and typically require the intervention of the principal because the execution of Level I options failed to correct the problem.

Procedures

- The principal is notified of the infraction.
- The incident is documented.
- The parent/guardians are notified.
- A parent conference may be held.
- Confiscation of item/restitution
- Conflict mediation as appropriate

Consequence Options - Restitution is required. The discipline at level 2 is assigned dependent upon the number of violations.

Middle School –(IMS)7-8

- 1st violation - Saturday detention
- 2nd - Saturday detention(s)
- 3rd – Saturday detention(s) and parent conference requested
- 4th – Out of School Suspension (OSS); parent conference; students may not participate in sports, other school extracurricular activities, and dances for one month
- 5th – OSS and IMS Administrative hearing; parental conference; students may not participate in sports, other school activities, and dances for remainder of year
- 6th – School Board hearing as needed or possible referral for Alternative Education placement

LEVEL 3

Infractions at this level may include behavior previously addressed in Levels I and II. Additionally they may include acts that are directed against any person(s), property, or serious violations of the policies and procedures of Bethel Park School District. They may also include actions which break the law and may be punishable under the PA Crimes Code.

Procedures

- The principal investigates the incident and confers with the appropriate staff.
- The incident is documented.
- The principal meets with the student(s).
- The parents/guardians are notified and/or a conference may be held.
- Confiscation of item/restitution for damage is required

Consequence Options –One or more of the following will be used as consequences

Middle School – (IMS) -7-8

- OSS (1-10 days)
- Loss of privileges: sports, extracurricular activities, dances
- Referral to Bethel Park magistrate
- Referral to Bethel Park police
- Referral to Superintendent and/or School Board for Alternative Education and/or expulsion

Level One Violations

Accessory to a Violation

Students who serve as an accomplice to a discipline code violation are considered accessories. Students may not loiter near restrooms or in other areas of the campus serving as “look outs.”

Cheating/Plagiarism

No student shall intentionally utilize tricks, theft, impersonation, copying, or electronic devices to obtain improper access to answers or questions. Plagiarism is using the ideas or writings of another as one’s own. Plagiarism, a form of stealing, is cheating.

- Any case of cheating results in the student’s failure (0%) for that assignment, quiz or examination.
- Parent/Guardian and an administrator are notified by the teacher.

Class Cut

A class cut shall be defined as an unexcused absence from a scheduled class. Students who choose to “cut” class will be issued a “0” for all work missed during that class and will be disciplined by their grade level principal in accordance with level 1 discipline. Multiple cuts will move this infraction to level 2. If a student cuts a class 4 times, the student may be removed from the class with loss of credit for the course. If a student comes unexcused to class more than 10 minutes, it will be considered a class cut, and the student will be referred to the principal.

Classroom Disturbance

Behavior that disrupts the educational setting is considered a disturbance.

Defacing or Misuse of School Property

The misuse or unauthorized use of school equipment is prohibited. Defacing any school property is prohibited. This includes littering, spitting (gum, food products, etc.) and writing on or painting and labeling school property.

Distribution or Posting of Information

All surveys, advertisements, announcements, publications, audio-visual materials and other forms of public communication intended for student distribution must have prior written administrative approval.

Dress Code

Appropriate student dress and good grooming affect the efficient and orderly operation of the school. Basically, students must wear appropriate attire: shirt, pants, skirts, or dresses and shoes. Very short or tight clothing should not be worn. Shirts must cover the area of the body from the shoulders to the waist. Garments must not be offensive while standing, walking or sitting. Hats are not to be worn inside a building. Any violations of the dress code are referred to an administrator who will notify the parent/guardian. Students are required to correct the offensive dress by changing it before returning to class. It is recognized, however, that appropriate dress may be different depending upon the age of the student.

- At no time should undergarments be seen. All holes in jeans should be at fingertip length.
- Students may not wear group colors or insignias, including bandanas and gang-related clothing, that detract from the teaching/learning environment or that threaten the normal operation of the school.
- Students may not wear inappropriate clothing depicting drug, alcohol or tobacco usage or products, sexual innuendo or suggestive language.
- Students may not disrupt the teaching/learning atmosphere by hairstyle or dress.
- Students may not wear sleepwear, pajama bottoms, or lounge pants.
- Students may not wear chains or spikes.
- For safety reasons, heely shoes(with wheels) are not permitted at any school. Students are not allowed to wear shower thongs, flip flops, or platform shoes. .
- Tank tops and tops with spaghetti straps may be worn under a shirt or sweater. Low-cut tops exposing the chest or shirts exposing the bare midriff are not permitted.
- The length of skirts and shorts should be below fingertip. When standing erect with your hands at your side, the length of the shorts or skirt should be below your fingertip.

Administration and faculty have the right to question a student's dress and take necessary action if an item is not specifically addressed above. Additionally, there are special approved student dress days that might provide some exceptions to the above like Spirit Week, Homecoming, or Pajama Days.

Electronic Devices – Educational

Student use of electronic devices which are used for **instructional or educational** purposes may be used in classes **with the teacher's prior permission**. Classroom teachers will decide what devices may be used, when they may be used, and how they may be used in the classroom. Students may not use any of these devices for recording purposes. Students who use such devices for entertainment or communication purposes or in any non-educational manner will have the device confiscated and held in the building office until a parent picks up the device or the student completes the discipline assigned. Educational devices include, but are not limited to, laptops, PDAs, and calculators. Within the ever-changing world of technology, it may at times be appropriate to use other electronic devices for educational purposes. Bethel Park School District is not responsible for any educational electronic device brought to school by a student.

Electronic Devices – Entertainment

Student use of electronic devices for entertainment purposes are prohibited upon arrival on school property. Devices may be used after the end of the school day. Electronic entertainment devices are often stolen. It is highly recommended that students do not bring these devices to school. The school is not responsible for any electronic entertainment devices. Devices that are seen or heard will be confiscated and held in the building office until a parent picks up the device or until the student completes the discipline assigned. Entertainment devices include, but are not limited to, CD players, tape players, walkmans, headsets/earphones, MP3 players, Gameboys, and video games.

Failure to serve detention

If a student does not go to detention, he/she will repeat that detention and an additional detention. Repeat infractions move this to level 2.

Misconduct: Bus, Cafeteria, Sporting Events

All students are expected to behave in an orderly manner, especially on the bus, in the cafeteria, and at interscholastic sporting events.

- Transportation to and from school is a privilege established by the district. Co-Curricular bus use is also a privilege. Student responsibility for school rules begins at the bus stop. Infractions such as unsafe behavior, disrespect, profanity, disorderly conduct, vandalism and the use of tobacco, alcohol or drugs may result in the following additional consequences: bus suspension and loss of bus privileges.
- Proper cafeteria conduct includes clearing the table area, replacing chairs and returning trays. Food may not be taken out of the cafeteria unless authorized.
- Fan support is very important to our teams, but students must be respectful of other teams and players. Students are expected to behave as courteous representatives of Bethel Park at all sporting events.

Offensive/profane behaviors including language/materials/gestures

Any use of profanity or obscenity, written, verbal or nonverbal, including obscene, abusive, slanderous, disruptive and threatening language or gestures is unacceptable and will not be tolerated on school property. This could move to level 2 depending upon severity of the behavior or language.

Possession of Unacceptable Items

Students are not allowed to bring items to school that are disruptive or detrimental to the educational process. These items include, but are not limited to, lighters and items used for pranks.

Public Display of Affection

Public displays of affection are inappropriate and not permitted.

Tardy to class

- Students who are unexcused tardy to class for more than 10 minutes of the class period, will be referred to the principal.
- 1st and 2nd unexcused tardies will be dealt with by the individual classroom teacher. Options include conference with student, detention, forfeiture of opportunity to earn credit for missed classroom activities/participation, and/or parental phone call.
- Upon the 3rd unexcused tardy, the student will be referred to the grade level principal.
- Subsequent tardies will result discipline options of increasing severity.

Throwing of Objects

Students are not permitted to throw objects such as: snowballs, rocks, paper, food products, etc. If these actions cause injury, this moves to level 2. Such actions may also warrant a civil lawsuit by the injured party and a charge of disorderly conduct or simple assault.

Unauthorized Areas of Building (loitering):

Students who are in an unassigned area in a building or on school grounds without the consent of a staff member are in an Unauthorized Area. These areas include the following areas: behind buildings, in parking lots, in faculty rooms, in supply rooms, and in wooded areas adjacent to the school property.

When students leave their assigned area, they must have a hall pass signed by a staff member and proceed directly to the specified destination. Students must obtain passes from destinations prior to a study hall in order to leave. Students who fail to have a hall pass are considered in an unauthorized area and are unexcused from class. Students must report to class and be excused by the classroom teacher before using a hall pass. Failure to receive prior teacher approval will be considered an unexcused absence from class.

Unauthorized eating or drinking of candy/food/beverage

Refer to the School Board's Wellness Policy for additional guidelines. Students may transport closed containers of food and beverage to the cafeteria. Open containers of food and drink are not permitted outside of the cafeteria and should not be brought into school. Any eating or drinking of candy/food/beverages outside of the cafeteria must be authorized by a principal.

Unsafe Behavior

Any action or behavior that may cause harm or injury to self or to others. These behaviors include, but are not limited to the following: Shoving, pushing, running, jumping, throwing, tripping, giving “flat tires,” wrestling, leapfrogging, piggy-backing. “De-Pantsing” will be treated as sexual harassment under level 2 offenses.

LEVEL TWO VIOLATIONS

Communication Devices (Cell Phones)

Student use of communication devices is prohibited upon arrival on school property. Cell phones must be turned off. Devices that are seen or heard will be confiscated and held in the building office. Cell phones may be used after the school day. The parent/guardian may pick up the confiscated device in the building office or the student may pick it up after completing the assigned discipline. Communication devices include cell phones, pagers, beepers, or any other electronic device deemed by the administration to fall into this category. Additionally, for repeated violations, a student will be restricted from school activities for five days and be assigned additional detentions.

Computer Usage and Internet Usage See School Board Policy

Computer lab usage is a privilege. Students who abuse computer equipment, software or data are denied future usage of computers. Students are held liable for any damages and may be prosecuted. Only curricular-related files may be saved by students to their accounts. Game-related programs or files are prohibited. Illegal use of the network, intentional deletion or damage to other’s files of data, copyright violations or theft of services is reported to appropriate legal authorities for possible prosecution. (See School Board policy - Acceptable use of the Internet: Operations - 819)

In addition to this policy, general rules for behavior and communications apply when using the Internet. Vandalism, including harming another’s data, the Internet, or other networks, results in denial of access. This includes the uploading or creation of computer viruses.

- Level 2 Computer Violation: Loss of computer/network privileges for a minimum of 1 (one) month.
- Level 3 Computer Violation: Loss of computer/network privileges for the rest of the year. Students, who are enrolled in a computer dependent course, where the successful completion of the course is

based upon computer usage during class, will be withdrawn from the course.

Forgeries

Signing a parent/guardian's name to an excuse or misrepresenting a teacher or administrator's permission/signature through a forgery is unethical and fraudulent.

Gaming

Gambling and unauthorized card playing by students on school property is prohibited.

Harassment/bullying

Bullying, physical, verbal, or relational intimidation of one student by another is not allowed or tolerated. Bullies seek power by putting others in distress in some way. Cyber or internet bullying that impacts or interferes with the regular school day is also a violation of this discipline code.

Harassment is defined as the intent to annoy or alarm another person for no legitimate purpose. Harassment of any type (verbal, sexual, physical, or written) is not tolerated. Expression that mocks or ridicules another person because of race, religious affiliation, handicap, gender, or national origin is also classified as harassment. Charges may be filed for disorderly conduct or harassment. Physical or sexual harassment moves to level 3 according to Board policy. Behavior modification measures may also be taken. See Board Policies: 247 and 248.

Incendiary Devices

Students are not permitted to use incendiary devices such as lighters, matches, etc. Those items will be confiscated.

Insubordination

Insubordination is defined as being in opposition to and in defiance of established authority. An insolent student is one who demonstrates poor behavior, is overbearing, offensively impertinent in conduct, insulting, disrespectful or fails to give identification or name to the teacher or school personnel.

Leaving School Grounds

Leaving school grounds during the school day without appropriate authorization is strictly prohibited.

Physical altercation

Aggressive physical behavior is prohibited. This behavior may result from a dispute or disagreement.

Theft

Taking anything that does not belong to you without paying for it or without appropriate permission is prohibited.

Serious theft results in a level 3 discipline and possible notification of civil authorities.

Tobacco Products

Students' possession or use of tobacco products including smokeless tobacco is prohibited. The Administration will confiscate all tobacco products and lighters/matches that the students possess during school

hours. Refer to School Board Policy: 222.

Trespassing

After school hours students must be involved in a supervised activity or have the permission of a staff member to be on campus. Using school buildings to play basketball on weekends, going on roof of elementary school, or entering a building without permission is prohibited.

Truancy: On-campus and Off-Campus

On Campus: Students who do not follow proper homeroom or tardy sign-in procedures and who then proceed to attend classes in a “selective” manner will be considered as “On-Campus Truant.”

Off-Campus: When parents are not aware of the student's absence, this is considered "Off- Campus Truant."

In addition to the level 2 consequences for both offenses, these students will be issued a “0”(zero grade) for all classes on the day in question.

LEVEL THREE VIOLATIONS

Alcohol and Drugs

Possession, sale or use of alcohol or drugs on school district property or during school-sponsored activities is prohibited. Refer to the Controlled Substances and Paraphernalia Policy: 227.

Assault

- Physical attacks against school personnel (Aggravated assault) - Any physical attack on a school official is a crime of aggravated assault and will result in a criminal charge.
- Fighting (Simple assault – student/student) - A student shall neither intentionally, nor recklessly cause, attempt to cause, or threaten to cause injury. Students may not intentionally place another in fear of bodily injury or harm nor conduct him/herself in a way that could reasonably cause physical injury to any person.

Disorderly Conduct

A student exhibits disorderly conduct when he/she engages in fighting, intends to cause public inconvenience, annoyance or alarm, or recklessly creates a risk. Depending upon the severity of the action, criminal charges may be imposed.

Extortion, Blackmail, Coercion

Extortion is defined as the obtaining of money, property or services by violence or threat of violence, or forcing someone to do something against their will. Students who extort, blackmail, or coerce may have charges filed against them.

False Fire Alarms

Damage to or misuse of the fire alarm system, extinguishers, or other fire protection equipment is prohibited and may be penalized as a violation of the PA Criminal Code.

Fires

Any student igniting a fire is immediately referred to civil authorities. The possession of lighted, burning or ignited objects in any area of the school is a violation with a referral to civil authorities and a possible monetary fine.

Harassment: Physical or Sexual

According to Board policy, physical or sexual harassment is a level three violation. See definitions under level two violations. School Board Policy 248

Indecent Exposure

Indecent exposure is defined as the exposing of private body parts under circumstances that the student knows his/her conduct is likely to cause insult or alarm. This is a misdemeanor and may be referred to civil authorities. This applies to students on school property and at co-curricular or sports related activities.

Threats

Threats (verbal, written or gestured) to school district employees and/or students are not tolerated. For severe, serious, or terroristic threats, such as bomb threats - see Pennsylvania Crimes Code Violations.

Vandalism

This is the destruction of school property such as: software, educational material, equipment, furniture, buses, buildings and facilities. This is also the destruction of private/employee property on or off school grounds. Students are responsible for loss or damage and the parent/guardian is held liable for incurred financial loss.

Weapons

Any student found in possession of a weapon during school hours or during school-sponsored activities held on or off school property will immediately be reported to the local police. See School Board Policy.