

**GREATER JOHNSTOWN SCHOOL DISTRICT
CODE OF STUDENT DISCIPLINE**

INTRODUCTION

We, the teachers, parents and students of the Greater Johnstown School District, believe that our schools must provide a safe and effective learning and teaching environment for students and staff. We believe that the entire community must contribute to creating and maintaining such a learning environment. We believe that to attain this goal requires a code of discipline that clearly defines individual responsibilities, categorizes unaccepted behavior, and provides for appropriate disciplinary options. In that no written code can cover all possible contingencies, the following code may be augmented or adapted by the Superintendent and principal, when in their judgment, the situation so warrants.

8/2016

The Greater Johnstown School District will not discriminate in its educational programs, extra-curricular activities, and non-academic district activities, or employment practices, based on race, color, national membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990.

The Greater Johnstown School District employees, students, and participants who have an injury or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, can obtain a copy of the district's Title IX Grievance Procedure and Unlawful Harassment Policies by contacting, Superintendent, Administrative Offices, 1091 Broad Street, Johnstown, PA. 15906, telephone 814-533-5670.

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GREATER JOHNSTOWN SCHOOL DISTRICT CODE OF CONDUCT

PHILOSOPHY

We, the Board, Administrators, teachers, parents, and students of the Greater Johnstown School District believe the following:

- all students can achieve a personal level of success;
- all students can maintain a desire to learn;
- a feeling of self-worth is necessary for learning to take place;
- developing self-evaluation skills is necessary in fostering acceptance of personal responsibility for one's learning;
- instruction should be provided at a developmentally appropriate level;
- parental involvement is essential to a student's education;
- high expectations are essential for student success.

We believe that the entire community must contribute to creating and maintaining such a learning environment. We believe that to attain this goal requires a code of discipline that clearly defines individual responsibilities, categorizes unaccepted behavior, and provides for appropriate disciplinary options and reward actions that promote this learning environment.

The basis for our philosophy is our underlying belief in the concept of Resiliency. The goals of our Code of Conduct are to mitigate risk factors by setting clear, consistent boundaries; increasing prosocial bonding; and teaching "Life Skills". In addition, we attempt to build resiliency into the environment by setting and communicating high expectations; providing opportunities for meaningful participation and providing care and support through a number of programs. See the Resiliency Wheel on the next page. The Committee used the Wheel as a cornerstone to the Code of Conduct philosophy. The following is a list of initiatives currently in place, or under development in the Greater Johnstown School District as they apply to the Resiliency Model:

Clear & Consistent Boundaries

Comprehensive Suspension Program
Alternative School
Code of Conduct
Drug/Alcohol Policy
Crisis Prevention Intervention
Eligibility requirements
Juvenile Probation
Graduation requirements

Life Skills

Second Step
Learning for Life
Teen Parenting

Prosocial Bonding

Activity days, school dances
Field Trips
Mentoring
Fun days
Extra Curricular activities
Summer in the City

Caring & Support

Student Assistance
Instructional Support Team
Communities that Care
Tutoring
Mental Health

Life Skills
Leadership Plus/Interact
Community Service
Therapeutic Support Staff

D.A.R.E.
Support Groups
Staff Members
Social Development Standards
TLC (Trojan Learning Center)
After School, Live!

High Expectations

Tutoring
Instructional Support Team
Attendance Rewards
High Honor Roll
PSSA and Keystone exams
Alternative & Spring School
Graduation Requirements

Meaningful Participation

Mentoring
Outdoor Odyssey
Extra Curricular activities
Peer Mediation
Student Council
Community Based Instruction
Peer Tutoring

The Resiliency Wheel



Resiliency Wheel is from the book *Resiliency in Schools: Making It Happen for Students and Educators* by Nan Henderson and Mike Milstein, published by Corwin Press, Thousand Oaks, CA (2003).

The Wheel Shows “six consistent themes that have emerged from research showing how schools as well as families and communities can provide both the environmental protective factors and the conditions that foster individual protective factors”.

Henderson, Nan, & Milstein, Mike M. (1996). *Resiliency in schools: Making it happen for students and educators*. Thousand Oaks, Ca: Corwin.

CONDUCT AND DISCIPLINE – WHAT ARE THEY?

The dictionary defines *conduct* as “a mode or standard of personal behavior, especially as based on moral principles.” The dictionary defines *discipline* as “training that develops self-control, character, or orderliness and efficiency.” With these definitions, the need for stressing good conduct through the use of effective discipline will become obvious.

A. SELF-CONTROL

All students have rights. All students have responsibilities. Students have the right to receive equal educational opportunity in a safe and orderly learning environment. To protect this right, all students have the responsibility to control their personal impulses. Students must examine their own behavior and how it will affect others. Self-control is the expectation to assure that the rights of all are protected.

B. CHARACTER

The behavior you exhibit is yours. A student’s character is defined by his/her total pattern of behavior. A student is responsible for his/her own behavior. Defending individual actions by describing the actions of others is unacceptable. Actions determine a student’s reputation and also help to determine how people react to one now and in the future. Trust, respect, and true friendship of others must be earned. A student’s pattern of behavior or character determines how much trust, respect and friendship can be earned. Each student should make a genuine effort to develop and maintain good character.

C. ORDERLINESS AND EFFICIENCY

Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when classroom plans are unnecessarily disrupted. Self-control and good conduct help ensure that learning can be accomplished in an orderly and efficient manner.

The information in this Code of Conduct identifies responsibilities for students. Also identified are certain types of behavior, which disrupt student learning. In order to ensure an effective learning environment, students are urged to fulfill their responsibilities and refrain from disruptive behavior. In summary, good conduct ensures each of the following:

1. The ability to make the best use of each student’s educational opportunity.
2. The opportunity to receive education in a safe, orderly, and efficient environment.
3. The development of positive patterns of behavior which will be respected and recognized by others now and in the future.

D. STUDENT RESPONSIBILITIES (Pennsylvania School Code)

1. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers,

- administrators, and all others who are involved in the educational process.
2. Students have a responsibility to attend school regularly.
 3. It is the responsibility of students to be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 4. Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.
 5. Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 6. Students have a responsibility to dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.
 7. Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.
 8. Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school.
 9. It is the responsibility of the student to be aware of and comply with state and local laws.
 10. Using public facilities and equipment with proper care is a student responsibility.
 11. Submitting a proper excuse for absence from school is a student responsibility.
 12. Students are responsible for being on time to all classes and other school functions.
 13. Making all necessary arrangements for making up work when absent from school is a student responsibility.
 14. It is a student responsibility to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.
 15. Students are responsible for avoiding inaccuracies in student newspapers or publications and indecent or obscene language.

E. STUDENT RIGHTS (22PaCode 12.3-12.8)

1. Suspension from school:
 - a. Students suspended from school will be removed from the regularly scheduled instructional program.
 - b. Suspension is exclusion from school for a period of from one to ten consecutive school days. Students suspended will be removed from the regular school program and assigned to a designated location in school: Comprehensive Suspension Program (CSP), or assigned to a designated location out of school during the term of the suspension.
 - c. The principal or designee in charge of the school may issue suspension.
 - d. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond.
 - e. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is

threatened.

f. After giving the student notice of the intended suspension, the school will immediately attempt contact of the parent/guardian to notify the parent of the suspension, its cause, its duration, and the expected restrictions on the student during the suspension. A written confirmation will be mailed to the home.

g. In those cases where the parent/guardian cannot be reached, every effort should be made to keep the child in school until the end of the school day unless the nature of the offense is so severe that other arrangements are necessary. Written notice will be provided to the student. The student will be expected to deliver the written notice to the parent. Written notice will also be mailed to the parent within a reasonable time period following the assigned suspension.

h. When a student is suspended beyond three days, the student and parent/guardian have the right to attend an informal hearing, which will be held within the first five days of the suspension. The purpose of the informal hearing is to enable the student and parent to meet with the appropriate school official to explain the circumstances surrounding the incident for which the student is being suspended and for the parent/guardian or the student to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents/guardians to meet with the administrator to discuss ways by which future offenses can be avoided. The informal hearing includes the following due process requirements:

1) Notification of the reasons for the suspension shall be given in writing to the parent/guardian and to the student.

2) Sufficient notice of the time and place of the informal hearing shall be given.

3) A student has the right to question any witnesses present at the hearing.

4) A student has the right to speak and produce witnesses on his own behalf.

5) The district shall offer to hold the informal hearing within the first five days of the suspension.

i. Students shall have the right without penalty to make up any work or exams missed while suspended. It is the responsibility of the student to discover what work was missed and complete it in a reasonable time.

j. When an exceptional student is suspended the process will be in accordance with requirements as defined by state and federal laws and regulations.

2. Expulsion From School

a. Expulsion is removal of a student from the regular school program for a period of time exceeding ten school days up to, and including, permanent removal from school up to one school term (one year).

b. All expulsions require an opportunity for the student and

parent/guardian to request a formal hearing. The hearing may be held before the board of school directors, a duly authorized committee of the board, or a qualified hearing examiner appointed by the school board. The formal hearing includes the following due process requirements:

- 1) Notification of the charges shall be sent to the student's parent/guardian by certified mail.
- 2) Sufficient notice of the time and place of the hearing must be given.
- 3) The hearing shall be held in private unless the student or parent requests a public hearing.
- 4) The student has the right to be represented by counsel.
- 5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- 6) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- 7) The student has the right to testify and present witnesses on his/her own behalf.
- 8) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- 9) The hearing must be held in the time required by law.

c. During the period prior to the hearing and prior to the decision of the board, the student shall be placed in his/her normal class unless it is determined, after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others. If it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

d. Where a student disagrees with the results of a hearing, an appeal may be taken to the Court of Common Pleas, or any other appropriate court.

e. Students who have been expelled who are less than 17 years of age are still subject to the compulsory school attendance law, and they must be provided an education. (See Pennsylvania Act 26 for exceptions)

- 1) The initial responsibility for providing the required education rests with the student's parent/guardian through placement in another school, through tutorial or correspondence study, or

through another educational program approved by the superintendent.

- 2) If the parent/guardian is unable to provide for the required education, they must within 30 days, submit to the school district

written evidence so stating. The District then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must again contact the parent/guardian and pending the parent's/guardian's provision of such education, the District must make some provision for the student's education.

- f. Expulsion of any exceptional student will be processed in accordance with all relevant state and federal laws and regulations.

F. DISCIPLINARY ACTION SUMMARY

A disciplinary Action Summary will be maintained for students violating the Student Code of Conduct.

1. The summary will include all infractions committed by the student during the current school year. Consequences, excluding expulsions, for student misconduct are not cumulative from year to year. A new summary will be developed at the beginning of each school year.
2. The summary will be forwarded with student records when the student earns promotion to the next grade.
3. Also forwarded will be student discipline referrals for any misconduct resulting in school suspension from school.

G. SUSPENSION REINTEGRATION PROCESS

1. At the discretion of the administrator, parents/guardians may be required to accompany students upon their return to their regular school program from suspension.

H. EXPULSION REINTEGRATION PROCESS

1. Students may be required to participate in the development of a reintegration plan prior to returning to regular school after expulsion.
2. The plan will outline behavioral expectations and recommended consequences for failure to comply.

I. PARENT RESPONSIBILITIES

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship between themselves and their child, his/her teachers, and the school.
3. Teach their child self-respect, respect for the law, respect for others, and respect for public property.
4. Insist on prompt and regular attendance.
5. Before deciding, listen to views and observations of all parties concerned.

6. Recognize that teachers deserve the same consideration and respect that parents expect from their children.
7. Encourage their child to take pride in his/her appearance.
8. Insist that their child promptly take home all communications from school.
9. Cooperate with the school, jointly resolving any school related problems.
10. Set realistic standards of behavior for their child and be firm, fair, and consistent in applying them.
11. Help their child learn to deal effectively with negative peer pressures.
12. Provide a place conducive for study and completion of homework assignments.
13. Teach the common courtesies by respect and example.

J. SCHOOL PROFESSIONALS RESPONSIBILITIES

Every school professional knows that he/she works every day with the nation's most precious commodity-the future generations. School authorities have high expectations and rights as ascribed by the law.

1. Serve in the place of parents in matters of behavior and discipline, in accordance with Pennsylvania School Law, Section 1317. (Every teacher, vice principal, and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes as the parents, guardians, or persons in parental relation to such pupils.)
2. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
3. Report to the principal any student who jeopardizes his/her own safety or the safety of other students or the safety of the teacher or who seriously interferes with the instructional program of the classroom.
4. Encourage student attendance by example and enforcement of attendance regulations established by the school district.
5. Develop procedures that reduce the likelihood of student misconduct.
6. Establish necessary building security.
7. Assume responsibility for the dissemination and enforcement of the Code of Conduct.
8. Comply with all pertinent State and Federal laws and regulations governing hearings, suspensions, and student's rights.
9. Guide students to attain their full potential.
10. Reinforce the common courtesies by respect and example.
11. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
12. Help students cope with negative peer pressures.
13. Be sensitive to changing behavior patterns exhibited by students.
14. Enable students to discuss problems with them.
15. Send all communications home promptly.
16. Be conscious of ethics, in relationship with students, teachers, and

administrators

DISCIPLINARY STRUCTURE

If a Code of Conduct is to be effective in reducing discipline problems, it must organize student misbehavior into categories from minor to major and relate the misbehavior or infraction to appropriate disciplinary responses so that students, parents, and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary options, the school ensures that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.

Disciplinary infractions are categorized into four levels. In each level, a sample group of misbehavior is listed, along with a range of possible disciplinary actions. Because of the nature of certain infractions, particularly those in the most serious categories, a specific disciplinary response has been recommended.

All examples, procedures, and disciplinary options are applicable in school, on school buses, during school-sponsored field trips, school activities on weekends and/or evenings, and from the time of departure for school until arrival at home.

Some behaviors are defined by specific Board Policies and cross-levels in the Code of Conduct. Please consult the Appendices for:

1. Attendance Policy
2. Weapons Policy
3. Terroristic Threats / Acts
4. Drug/Alcohol Policy
5. Unlawful Harassment Policy
6. Use of Tobacco or Tobacco Products
7. Locker Searches
8. Student Identification Badge Policy
9. Dress and Grooming Policy
10. Use of Networks and computer Resources

The attached Policies are those most often used, however, they are not all inclusive of established Board Policies and regulations. Any additional Policies and regulations may be obtained from the appropriate Administrator. The School Board and Superintendent under state law are authorized to add additional policies and regulations governing student conduct. Students are expected at all time to behave in a proper and acceptable manner.

LEVEL I OFFENSES

Level 1 offenses are minor misbehaviors on the part of the student which impedes the orderly classroom environment or interferes with the orderly operation of school. The misbehaviors can usually be handled by an individual staff members but sometimes require the intervention of other school support personnel.

Examples include, but are not limited to:

- Classroom Tardiness
- Bullying (see definition below)*
 - Throwing Objects, except as consistent with supervised activities, that can cause bodily injury or damage property
- Lying or giving of false information either verbally or in writing to a school employee
- Non-defiant failure to complete assignments or carry out directions
- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy
 - Participating or Engaging in any Activity Which Interferes with or Disrupts the Educational Process
- Improper Conduct - Level 1 (see definition below)*

Level 1 Disciplinary Response Structure (in no particular order)

Corporal punishment shall not be used as a disciplinary measure.

Elementary (K-5)

- Clarification of expectations
- Verbal or written reprimand
- Teacher Detention
- Student/teacher conference
- Parental contact by classroom teacher
- Change of position of desk, line, etc.
- Isolation within room from peers
- Modeled practice (watching or practicing proper behavior)
- Behavior correction assignment (related directly to rule infraction and desired modification)
- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties, study trips, special class projects, etc.)
- Restore or replace property based on condition and cost
- Zero for assignment

Secondary (6-12)

- Clarification of expectations
- Verbal or written reprimand
- Teacher Detention
 - Student/teacher conference
- Parental contact by classroom teacher
- Change of position of desk, line, etc.
- Isolation within room from peers
- Student/Teacher/Parent conferences
- Loss of privileges (ex. Assigned cafeteria seat, restricted hall pass, etc)
- Lunch Detention
- Item confiscation
- Zero for assignment

Level I Definitions of Offenses*

Bullying shall mean unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult in school or school sponsored activities. Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. The Greater Johnstown School District recognizes that bullying has a negative effect on the educational environment and overall climate of the schools. The district administration is committed to providing staff development opportunities to all professional and support staff enabling them to recognize acts of bullying and the proper procedure to report an incident. The school district strives to offer to all students an enriched educational experience free from bullying or acts of harassment.

Improper Conduct (Level 1)- Any conduct that: creates a potential or minor breach to another persons' rights; creates a potential or minor unsafe situation to oneself or others personal safety; creates potential or minor damage to property

LEVEL II OFFENSES

Level Two offenses are misbehaviors which due to frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level One misbehaviors, require the intervention of personnel on the administrative level. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administration.

Examples include, but are not limited to:

- Continuation of unmodified Level One behavior
- Violation of Dress Code
- School Tardiness
- Classroom Tardiness
- Skipping Class
- Skipping Teacher Detention
- Truancy
- Stealing, minor theft, forgery, or the attempt to do so
- Possession and/or use of a Laser Pointer
- Vandalism (minor)
- Physical Confrontations (see definition below)*
- Any purposeful activity which threatens the health, safety, or welfare of any individual
- Inappropriate language/abusive language and/or gestures(see definition below)*
- Improper Conduct - Level 2 (see definition below) *
- Harassment (see definition below) *
- Failure to complete the assigned disciplinary measure
- Parking/driving violations
- Excessive displays of affection
- Possession, use or distribution of inappropriate media or material (e.g. written, visual, audio or video)
- Scholastic Dishonesty (see definition below) *
- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy
- Interfering with, lying to or refusing to cooperate with district staff while performing an investigation. This would include such activities prior to the incident such as, but not limited to, blocking the surveillance cameras or acting as a lookout.
- Use of Personal Electronic Devices (see definition below) *
- Use of Cell Phones, personal electronic devices, (see definition below) *or any communication device during school hours (from the moment instruction begins until the end of dismissal, which concludes at the time a student leaves the building or the departure of the school buses.)

Level II Behavior Modification Mandates

Each Level II offense will be addressed by progressive application of the listed options.

Five Level II offenses take the student to Level III for all subsequent offenses.

***Mandatory detention, logical restitution, or behavior modification options, as determined by the principal, will take place at this level**

- ◆ Detention, logical restitution, or a combination of either, as determined by the administrator, to be progressive as follows:

1st offense- one night or restitution

2nd offense-3 nights or progressive restitution

3rd offense-5 nights or progressive restitution

4th offense-5 to 10 nights or progressive restitution

(Any student not attending assigned detention or restitution will automatically go to the next level of offense in the Code of Conduct classification, e.g., will move from 1st offense to 2nd)

Level II Disciplinary Behavior Modifications(in no particular order)

Corporal punishment shall not be used as a disciplinary measure.

Elementary (K-5)

- Referral to counselor and/or SAP
- Behavior modification plan/contract
- Parental conference/contact
- Home/school plan
- Removal from classroom
- Referral to principal
- Referral to outside support agency
- Repair, clean or replace property
- Personal physical intervention may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties,, special class projects, etc.)
- Loss of credit for assignment involving Scholastic Dishonesty
- Lunch Detention
- Loss of bus privileges
- Loss of internet privileges
- Morning detention
- Written apologies

Secondary (6-12)

- Referral to counselor and/or SAP
- Behavior modification plan/contract
- Parental conference/contact

- Removal from classroom
- Referral to outside support agency
- Office Detention
- Lunch Detention
- Morning detention
- Repair, clean or replace property(s)
- Loss of credit for assignment involving Scholastic Dishonesty
- Personal physical intervention by professional employees when behavior is deemed to be a danger to self and others
- Loss of bus privileges
- Loss of internet privileges
- Written apologies

Level II Definitions of Offenses*

Harassment - The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated in schools or school sponsored activities For purposes of this policy, harassment shall consist of verbal, written, graphic, electronic or physical conduct relating to, but not limited to, an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct: 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

Improper Conduct (Level 2) - Any conduct that: creates a breach to another persons rights; creates an unsafe situation to oneself or others personal safety; creates damage to property.

Inappropriate language/abusive language and/or gestures(Level 2)-Any language/gesture that upsets and infringes upon another persons character or sense of safety or the frequency or seriousness tends to disrupt the learning climate.

Physical Confrontations – Minor physical contact that does not result in or have the intent to cause injury.

Scholastic Dishonesty which includes, but is not limited to, cheating on homework, quizzes, tests, projects, papers, exams and any other school assignments, plagiarism and collusion. Cheating as a first offense, shall be classified as an academic problem, to be handled by each individual teacher. Teachers will handle proven cases of first offense cheating by assigning a "zero" (optional for elementary) to that particular activity,

assignment, quiz, or examination. The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating. All cases of first offense cheating shall be documented. Copies of all information and materials utilized by the teacher to establish such proof must accompany this written notification. The principal or his/ her designee will be required to appropriately file all such written notifications. Cheating involving more than one course of study (or a repeat of the same course) shall be handled by the principal or his/her designee as repetitive cheating and will be classified as a disciplinary problem. The second offense of cheating will result in a “zero” for that particular activity, assignment, quiz or examination as well as (for secondary only and optional elementary) discipline. Continued cheating will result in progressive discipline. The student and parent/guardian will be informed by the principal or his/her designee, of the student's repetitive cheating problem. Cheating on a test includes copying from another student’s test paper; using material during a test which is not authorized by the person giving the test; collaborating (including text messaging) with another student during the test without authority; knowingly using, buying, selling or stealing, transporting or soliciting in whole or in part the contents of an unadministered test; substituting for another student or permitting another student to substitute for oneself to take a test; bribing another person to obtain a test that is to be administered; or securing copies of a test or answers to that test in advance of the test; doing another person's work via the computer/technology. Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Use of Cell Phones and Personal Electronic Devices during school hours (from the moment instruction begins until the end of the daily instruction.) No **elementary** or **middle school** student shall use a communication device or personal electronic device during the academic school day. Use is defined as the device being in the power “on” mode. If found to be in possession or use of a communication/personal electronic device, the device will be confiscated for the first offense, and require parental retrieval for every offense after that during the current school year as per Board Policy 237. If a student brings a communication device to school, loss, theft, or damage will not be the responsibility of the school.

Use of Personal Listening/Communication/Electronic Devices. No **elementary** or **middle school** student shall use, turn on or have visible, a personal listening device such as an iPod, MP3 player, Gameboy, Nintendo DS, digital camera, etc. *during the academic school day unless given permission by applicable instructor, i.e. computers, art, etc.* Upon leaving that classroom, these devices are to be returned to a safe and secure location(student’s locker, teacher storage, main office, etc.) . If a student brings a personal listening device to school, loss, theft or damage will not be the responsibility of

the School District. Inappropriate use of this device is prohibited and could result in confiscation and revocation of privileges.

Guidelines for Use of Electronic Devices (i.e. cell phones, iPods, etc.) in the **High School**

- Electronic devices will be permitted in school at specific times; however they should not interfere with the educational environment or process. Silent and appropriate use of electronic devices is permitted before and after school and during the school day at the following times: Lunches, class changes, and other times with teacher permission. Incoming and outgoing phone calls from cell phones are not permitted during the school day. Students are only permitted to make phone calls if they are granted permission from building administration. Headphones are not permitted unless permission is given by the classroom teacher. If headphones are permitted to be used, then the volume should not be audible to others and/or disruptive to the learning environment. Cell phones should be silent and put away when entering the classroom.

Consequences will be given for inappropriate use of electronic devices.

Including, not limited to:

- Taking pictures/film of other students without consent
- Audible noise from headphones/cell phone/electronic device
- Cell phone ring is audible
- Making phone calls without administrative permission
- Receiving a phone call during the school day.
- Using cell phones in locker rooms, bathrooms, etc.
- To promote or engage in bullying, violence, or the invasion of another student's privacy
- Sharing sexually explicit, lewd images
- To engage in scholastic dishonesty, cheating, etc.

LEVEL III OFFENSES

Level Three offenses include acts which are directed against persons or property but which do not seriously endanger the health or safety of others in the school. Although these acts may be criminal, they can usually be handled by the disciplinary mechanism in the school. Corrective measures which the school will undertake, however, will depend upon the extent of the school's resources for remediating the situation in the best interests of all students.

Examples include, but are not limited to:

- Continuation of unmodified Level II behaviors
- Threats to others

- Defiance of the authority of a teacher, principal, bus driver, supervisor, other school employee or person in charge
- Inappropriate language/abusive language and/or gestures directed toward staff members or school employees
- Threatening or intimidating fellow students
- Fighting (see definition below) *
- Gang Activity or Symbolism (see definition below) *
- Leaving school facilities when not permitted to do so
- The possession or use of matches, lighters or any incendiary device in school vehicles, at school activities or on school property is prohibited.
- Vandalism (Major)
- Inappropriate language/abusive language and/or gestures(see definition below)*
- Improper Conduct - Level 3 (see definition below) *
- Assault (see definition below) *
- Gambling
- Possession or transfer of tobacco products (see definition below) *
- Any activity that can potentially cause harm to another or moderate damage to property
- Possession, use or transfer of inappropriate media (video, audio, sexting, or written material)
- Violation of District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy
- Use of HoverBoards, skateboards, wheelies, or any other such invention that causes a disruption and safety hazard to the walking process on school grounds

Level III Behavior Modification Mandates

- ◆ Parent/staff contact
- ◆ Assignment to the Comprehensive Suspension Program (CSP) in the following manner:
 - 1st offense – 1 day CSP
 - 2nd offense – 3 days CSP
 - 3rd offense – 5 days CSP
 - 4th offense – 5 to 10 days CSP and referral to Level IV Intervention Team

***Mandatory suspension, logical restitution, or behavior modification options, as determined by the principal, will take place at this level**

Level III Disciplinary Behavior Modifications(in no particular order)

Corporal punishment shall not be used as a disciplinary measure.

Elementary (K-5)

- Referral to counselor and/or SAP
- Behavior modification plan/contract
- Parental conference/contact
- Home/school plan
- Removal from classroom
- Referral to outside support agency
- Repair, clean or replace property
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Removal of privileges (e.g. recess, lunch with peers, assemblies, parties, study trips, special class projects, etc.)
- In school suspension
- Referral to law enforcement

Secondary (6-12)

- Referral to counselor and/or SAP
- Behavior modification plan/contract
- Repair, clean or replace property
- In school suspension
- Referral to law enforcement
- Referral to Student Assistance Program
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others
- Recommendation to Board for Hearing for Expulsion

Level III Definitions of Offenses:

Assault – Physical contact that results in or attempt to cause bodily injury.

Fighting – Mutual exchange of physical contact that results in or attempt to cause bodily injury.

Gang Activity or Symbolism - The Greater Johnstown School District will not tolerate any gang activity or symbolism on school property, in school vehicles or at school-related activities. A “gang” is a group of people which initiates, advocates or promotes activities that threaten the safety or well-being of persons or property, or which disrupts

the school environment. 1. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership in/or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is prohibited. 2. Gang initiations, hazing, intimidation and/or related activities of such gang affiliations are prohibited. 3. The wearing, carrying or displaying of gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be prohibited.

Improper Conduct (Level 3) - Any conduct that: creates a major breach to another persons' rights; creates major unsafe situation to oneself or others personal safety; creates major damage to property

Inappropriate language/abusive language and/or gestures(Level 3)-Any language/gesture that is directed against persons or property but which does not seriously endanger the health or safety

Possession or transfer of tobacco products - The possession of tobacco products by a student on school property, in school vehicles, at school activities or in school buildings is prohibited. Tobacco is defined as including, but not limited to, snuff, dip, chewing tobacco, pipe tobacco, lighted or unlighted cigarette, cigar, pipe or other smoking products not considered drug paraphernalia. Effective December 4, 1996, violators of the tobacco use policy shall be punished by municipal fine. (Under PA Law ACT 145 any student found in possession of and/or in use of any tobacco products will be fined up to \$50.00.)

Description of Comprehensive Suspension Program (CSP):

The District prefers that most of the students' suspensions are held "in school" during the regular school day. The student will report to an assigned CSP classroom. The student will complete the work as assigned by the person in charge of the room. As well, the person in charge may assign physical activity and social development assignments as part of the CSP program. If the student fails to follow the instruction of the CSP person in charge, the student's inaction may be construed as insubordination and reported to the school's administration for further disciplinary action; as well, the student will lose the opportunity to makeup missed work because of the insubordination. Students will eat lunch in the CSP room. Permission to leave the room will be granted at the discretion of the person in charge. No excuses will be granted between classes or during lunch or activity periods.

Additional infractions while in CSP may result in Out-of-School Suspension, and will result in progressive discipline.

LEVEL IV OFFENSES

Level Four offenses include acts which result in violence to another person or property or which pose a direct threat to the safety of others. These acts can be criminal in nature and will result in the student's immediate removal from school, the intervention of law enforcement authorities and a referral to the administrative discipline committee.

Examples of such conduct include, but are not limited to:

- Unmodified Level III Behaviors
- Unmodified and continuous negative behavior
- Cutting, defacing or in any way damaging property, real or personal
- Arson
- Robbery
- Committing, or attempting extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
 - Tampering with, changing or altering records or documents of the School District by any method including, but not limited to, computer access or other electronic means
 - Threatening or intimidating staff or other school personnel (directly, indirectly, or by any other manner)
- Violation of District's Weapons Policy (see definition below)*
- Violation of the District's Drug and Alcohol Policy (see definition below) *
- Use of tobacco products (see definition below)*
- Inappropriate language/abusive language and/or gestures(see definition below)*
- Improper Conduct - Level 4 (see definition below) *
- Disorderly Conduct
- Participating or engaging in any activity which interferes with or disrupts the educational process
- Violation of criminal or civil law or District Policy or building regulations
- Failing to comply with lawful directives or rules issued by school personnel or school policies, rules and regulations
- Terroristic threat(s) (see definition below) *
- Engaging in sexual activities on school property and/or school sponsored events
- Sexting - Sending nude and/or sexually explicit photographs and messages electronically.

Level IV Behavior Modifications Mandates

- ◆ Out of school suspension for 1 to 10 ten days
- ◆ Intervention Team Referral
- ◆ Informal Hearing in two phases:
 - Phase 1 to reach a conclusion on the facts
 - Phase 2 to determine the consequences

Level 4 Disciplinary Behavior Modifications(in no particular order)

Corporal punishment shall not be used as a disciplinary measure.

Elementary (K-5)

- Homebound instruction
- Referral for psychological evaluation
- Stipulation agreement
- Loss of trips and assemblies
- Charges Filed under Pennsylvania Statutes
- Referral to alternative placement
- Recommendation to Board for hearing for expulsion
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others

Secondary (6-12)

- Referral to Alternative Education
- SAP Referral
- Charges Filed under Pennsylvania Statutes
- Referral for psychological evaluation
- Stipulation agreement
- Recommendation to Board for hearing for possible expulsion
- Personal physical intervention (physically blocking a behavior), restraint (physically preventing a behavior), removal, or room clear procedures may be exercised by professional employees when behavior is deemed to be a danger to self and others

Level IV Definitions of Offenses:

Improper Conduct (Level 4)- Any conduct that: creates serious breach to another person's rights; creates a serious unsafe situation to oneself or others personal safety; creates serious damage to property

Inappropriate language/abusive language and/or gestures(Level 4) -Language/gestures that reference or relay violence towards another person or property or which pose a direct threat to the safety of others.

Possession of Pager - No student shall possess a pager during the regular school day. Upon advance approval by the building principal, a student who is a member of a volunteer fire company, ambulance or rescue squad or a student who has a need for a paging device due to the medical condition of an immediate family member shall place his/her paging device in the main office during the school day. School personnel will contact students if they are paged for appropriate reasons. If a student brings a paging device to school, loss, theft or damage will not be the responsibility of the School District.

Terroristic Threat - A threat, direct or indirect, to commit a violent crime, with the intent to terrorize another person, cause evacuation of a building or other place of assembly, including transportation, or otherwise cause serious public inconvenience. (Safe Schools definitional section, of July 1, 2002.

Use of Tobacco Products - (including but not limited to snuff, dip, chewing tobacco, cigarettes, pipe tobacco, etc.) The use of tobacco by a student on school property, in school vehicles, at school activities or in school buildings is prohibited. Tobacco is defined as including, but not limited to, snuff, dip, chewing tobacco, pipe tobacco, lighted or unlighted cigarette, cigar, pipe or other smoking product not considered drug paraphernalia. Effective December 4, 1996, violators of the tobacco use policy shall be punished by municipal fine. (Under PA Law ACT 145 any student found in possession of and/or in use of any tobacco products will be fined up to \$50.00.)

Violation of District's Weapons Policy - Possessing, handling, transporting, using, discharging, manufacturing, making, remaking, assembling, selling, distributing or transferring any weapon or ammunition while in any school building, on any school premises, on any school bus or other conveyance providing transportation to or from any elementary or secondary school or activity of the Central Dauphin School District, at any school activity or function, whether sponsored by the school district or not, or while coming to or going from school or school activities; The Greater Johnstown School District adheres to Pennsylvania Crimes Code, Title 18 Pa. C.S.A. Crimes and Offences § 912 Possession of weapon on school property. Scope of Prohibitions. The prohibitions with respect to weapons and ammunition set forth in this Student Code of Conduct apply even though the school activity or function may be on private property; the student may be licensed to possess a firearm in the Commonwealth; and/or the firearm is not loaded and is in a locked container or a locked firearms rack which is in or on a motor vehicle. Definitions: 1. The term "weapon" includes, by way of example and not limitation, any knife, wearing apparel (e.g. chains or spiked accessories) cutting instrument, cutting tool, nunchuck stick, firearm, gun, shotgun, rifle, and any other tool, instrument or implement

capable of inflicting bodily injury or property damage, and shall include any item that is represented to be a weapon, that is threatened to be used as a weapon, or that has the appearance or characteristics of a weapon, such as toy guns or water pistols. Discretion may be used by the building administrator based on grade level if a toy gun or water pistol is present.

2. The term “firearm” means: (a) any weapon (including a starter gun) which will or is designed to or may be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

3. The term “destructive device” means: (a) any bomb or device that is explosive or incendiary in nature; or (b) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant and which has any barrel with a bore. Duty to Report Violations.

Students observing or otherwise becoming aware of weapons in school buildings, on school property, at school activities, on school buses or other conveyances, or of any person violating this policy, shall report the same to a school district teacher or administrator as soon as possible. Any student who is determined to have brought a weapon, as defined in this Code, onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, (Gun Free Schools Act of 1994) shall be expelled from school for a period of not less than one year unless such expulsion is modified by the Superintendent on a case-by-case basis. This requirement shall not be construed to prohibit the provision of educational services to any expelled student in an alternative setting if such is required by state law. Any student who brings a firearm or weapon to a school served by the Greater Johnstown School District shall be referred to the criminal justice or juvenile delinquency system.

Violation of District’s Drug and Alcohol Policy - It is the goal of the Greater Johnstown School District to maintain a drug-free and alcohol-free school environment. In order to further this goal, the Alcohol, Drugs and Controlled Substances Policy No. 227 was adopted (see policy). The administration defines possession as actual or constructive. The administration defines use as consuming, taking or partaking of any drugs or alcohol in any quantity or form. Additionally, appeals for reinstatement by the student in extra-curricular/co-curricular activities or athletics must be within 10 days of the disciplinary action. Any student who violates the provisions relating to a drug-free and alcohol-free school environment shall be subject to suspension or expulsion at the discretion of the School Board. As an alternative or in addition to such discipline, the board may require participation of the student in the Student Assistance Program and/or, the board may impose such other conditions upon the student as are appropriate under the circumstances, including, but not limited to, requiring a student at his or her expense to

participate satisfactorily in a drug abuse or alcohol abuse assistance or rehabilitation program. However, in the absence of circumstances requiring different responses, as determined in the sole discretion of the School District, the School District shall respond to a violation as follows:

1. The use of a controlled substance or alcohol by a student is indicated, the student will be referred to the SAP (secondary) or core team.
 - i. The student is referred to the Student Assistance Program or core team.
 - ii. The Student Assistance Program or core team will collect data and assess the student's need.
 - iii. An intervention conference will be held if the core team feels it is indicated by the data.
2. A student volunteers information about personal drug or alcohol use and asks for help.
 - i. The student is informed of services available and of the Student Assistance Program, and encouraged to seek assistance.
 - ii. The Student Assistance Program or core team will follow up on a student's request for help through referrals, assessments, outside resources and other appropriate responses.
3. A student possesses (actual/constructive) or is in control of alcohol, drugs or drug paraphernalia; or is under the influence of a controlled substance or alcohol; or manufactures, distributes, dispenses or traffics a controlled substance or alcohol.
 - i. Obtain a signed statement from the student describing the circumstances, substance and other information pertinent to the incident.
 - ii. After the informal hearing the suspension can be increased from three (3) to ten (10) days inclusive. Parents are to be notified of the suspension in writing and by telephone. The notice shall state the reasons for the suspension and a date and time for a parent-student informal hearing.
 - iii. Police are to be notified. If the student is 17 years or younger and the police are to be present when questioning students in school regarding a violation, parents must be notified and given the opportunity to be present during questioning.
 - iv. The drug paraphernalia shall be handled by as few individuals as possible, prior to surrendering it to the police for analysis. Tag the substance/item indicating what, where, when and who was present. All those who handled the item/substance should be listed in order of their custody. Obtain a receipt from the police for such material.
 - v. Upon proper confirmation of a violation of policy and only after the student-parent informal hearing has been completed, the suspension shall be continued for the full ten (10) days. Each case involving the possession (actual/ constructive), use and/or distribution of a controlled substance will be referred to the Discipline Committee and/or for the School Board Discipline Committee for review and possible placement in the Alternative Ed program or expulsion.
 - vi. A recommendation may be made to require that the student receive an assessment by a licensed drug and alcohol counselor and comply with his/her recommendations. The appointment should be conducted within thirty (30) days.
 - vii. Refer student to the Student Assistance Program or core team.
 - viii. Depending on the substance and the student's

disciplinary record, the recommendation may include alternative school, expulsion or return to the regular program under conditions of probation.

DISCIPLINE OF EXCEPTIONAL AND DISABLED CHILDREN

In accordance with the Individuals with Disabilities in Education Act of 1997 (IDEA), a free appropriate public education ("FAPE") must be available to all children with disabilities, "including children with disabilities who have been suspended or expelled from school." (20 U.S.C. §1412(a)(1)(A).) Therefore, the law sets guidelines for the suspension procedures of students who have an Individualized Education Plan (IEP):

1. After *10 school days* of out-of-school suspensions, students with disabilities under IDEA must get educational services. Those services do not have to be at the school. **This is not the case for students who do not have disabilities under IDEA.**
2. If the removal is a "change of placement," then an IEP Team must meet to decide appropriate services and make a "manifestation determination."
A "change of placement" is when a student:
 - is removed from school for more than 10 school days in a row
 - is removed from school for more than a total of 10 school days throughout the school year if the behaviors are "substantially similar."

Manifestation determination: A school system cannot impose a long-term suspension or expel a student with special educational needs if the behavior for which s/he is being disciplined was a "manifestation" of his or her disability. (§1415(k)(4)(B),(C)) IDEA provides that the IEP team must find that behavior was a manifestation of the child's disability if:

- the IEP was inappropriate with respect to the behavior or was not being implemented, including appropriate behavior intervention strategies;
- the child was unable to understand the impact and consequences of her behavior because of her disability; or
- the child's disability impaired her ability to control her behavior.

SPECIAL RULES PERTAINING TO THE SCHOOL BUS

All students who ride the school bus shall, in addition to complying with all rules in this Student Code of Conduct, comply with the following additional rules:

1. Prior to Loading

- a. Be on time at the designated bus stop, arriving five (5) minutes before the bus is due.
- b. Wait for your bus at a safe place, well off the highway, on the side of the street where

you live. c. Cross the street to enter the bus, if necessary, only when the bus is stopped and the red flag signals are on. d. Respect the property rights of people who reside on or near the bus stop. e. Do not get into private vehicles with strangers. f. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.

2. While On the Bus

a. Observe regular classroom conduct except for ordinary conversation and follow the bus driver's instructions. The bus driver has the same authority on the bus as a teacher has in the classroom. b. Remain in your seat at all times, except when boarding and unloading. Do not change seats at bus stops. c. Keep your hands, head, feet and personal belongings inside the bus at all times. d. Do not talk or laugh loudly or engage in other similar conduct, as such conduct diverts the driver's attention and may result in a serious accident. e. Do not damage or tamper with any parts of the bus. In addition to being subject to disciplinary action for violating this rule, you or your parents will be responsible for the payment of the cost of repair/replacement. f. Keep the aisle clear, except when entering or exiting. g. Do not throw anything in the bus or out bus windows. h. Horseplay, fighting, eating and drinking are strictly forbidden, as is all other conduct prohibited by this Code of Student Conduct. i. Be courteous to fellow passengers and the bus driver. j. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol or tobacco, flammable liquids (butane, gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, tape recorders, radios, balls (except for team buses), water pistols, spray bottles, pea shooters, sling shots, skateboards, any item too large for a student to hold in his or her lap.

3. After Leaving the Bus

a. When necessary, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction. b. Help look after the safety and comfort of small children. c. Be alert to the danger signal from the bus driver. d. Go directly to your school building in the morning and directly home in the afternoon.

REWARDS SYSTEM

The Greater Johnstown School District believes that students' good behavior should be recognized and rewarded as a motivational tool. It is our hope that the reward system will foster a behavior pattern in the future that is more intrinsically based. Therefore, a formal reward system has been developed by the Code of Conduct Committee. These rewards supplement any school-based recognition or rewards systems.

It is also our belief that students can be meaningful participants in the development of

further reward systems and should be encouraged to do so through established structures, such as Student Council.

The Committee recommends rewards for the following behaviors (school buildings, teams, individual classrooms are encouraged to create additional reward systems):

- ❖ Forty school days of perfect attendance with no Level II, III, or IV behavior incidents during those days.
- ❖ Increased effort (not necessarily achievement) during a nine-week period as verified by all contact teachers.
- ❖ Pre-approved voluntary community service (non-school or court mandated) of no less than 2 hours.

Rewards can reduce the student's current placement in the disciplinary structure by no more than one step within Levels II and III, when officially approved by the building principal. Rewards and reductions may be applied cumulatively, but may not result in more than a two-step reduction (perfect attendance and increased academic achievement).

The committee recommends the following possible rewards for consideration and implementation in the development of individual building reward plans:

- Prizes awarded based on a lottery system (donated bicycles, etc.)
- Drawings for outstanding behaviors
- Movie passes
- Special lunch items
- School store points
- Special dances
- Field trips
- Field days
- Enroll in after-school programs and activities
- Scholarships to post secondary institutions

ATTENDANCE POLICY REGULATIONS

The Board of School Directors requires that school-aged pupils who are enrolled in the schools of the district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Non-cumulative Absences

The following days of absence are classified as "non-cumulative" and are not subject to Attendance Policy regulations related to the Student Code of Conduct:

- Suspensions from school.
- Illness verified by a physician's note submitted within three days of a student's return to school.
 - Any absence in which a physician's note is submitted is not included in the 10 days permitted for parental excuses in middle and high school or the 14 days permitted for parental excuses in elementary.
- Death in the family - from the date of death until two days after the funeral unless otherwise authorized by building principal or his designee.
 - A signed parental note must be submitted within three days of the student's return to school.
- Designated religious holidays provided that a signed parental request is submitted prior to the holiday.
- School-sponsored activities
- Pre-approved college visits up to three days per school year provided that a signed parental request is submitted prior to the visit(s).

Cumulative Excused Absences

The following days of legal excused absence are classified as "cumulative" and are not subject to Attendance Policy regulations related to the Student Code of Conduct:

- Pre-approved family vacation(s) while school is in session for up to five total days or two separate occasions within a school year.
- Pre-approved college visits beyond three days within a school year.
- Any absence for which a written parental excuse is submitted within three days of the student's return to school.
- For elementary students, a maximum of 14 days of cumulative absence verified by parent notes will be permitted during a school year. All absences beyond the fourteenth day will require a physician's note.
- For middle school and high school students, a maximum of ten days of cumulative absence verified by parent notes will be permitted during a school year. All absences beyond the eleventh day will require physician's note.

Cumulative Unexcused/Unlawful Absences

The following cumulative days of absence are classified as "unexcused/unlawful" and are subject to Attendance Policy regulations related to the Student Code of Conduct:

- Any day of absence for which neither a written parental or physician's note is submitted within three school of a student's return from absence.
- Any day of absence not excused by a physician's note after 10 days of secondary school absence or 14 day elementary school absences.
- School truancy which includes any unexcused or unlawful absence by students aged 16 and under or any unexcused absence by students aged 17 and over.
- Three unlawful absences will result in parent receipt of a written notice of violation of the Compulsory Attendance Law and may result in prosecution before a district justice in accordance with Section 1333 of Pennsylvania School Code. A written notice will also occur for all subsequent absences. Parents and guardians are subject to fines of up to \$300 and possible arrest. Students may also have their driving privileges delayed or suspended.
- Unlawful class absences exceeding 50% or more of any day will be classified as an unexcused/unlawful absence for the day.
- Unlawful and unexcused absences will result in a grade of "F", "N", or "zero" for all school responsibilities class work missed on that day.

Late to Class, Late to School

Late to class and late to school are categorized as attendance infractions of the Student Code of Conduct.

- Lateness to school due to physician's appointments, court appearances, or funerals are not subject to action outlined in the School Code of Conduct provided written verification is submitted when the student reports school
- First and second unexcused late to class - to be addressed by classroom teacher intervention.
- Unexcused lateness exceeding 50% or more of one class period will be considered an unexcused absence from class and will result in a "0" (zero) grade for the work in that class on that day.
- First and second unexcused late to school - Warning to be issued
- Students who arrive late and do not report to homeroom or procure a late slip from the office, student service center, or vocational-technical school will be charged with an unexcused/unlawful absence which will result in a "0" (zero) grade for all class work that day.
- Late to class and late to school will result in administrative discipline referral upon the third occurrence. Unexcused class absences will result in administrative discipline referral upon the first occurrence.
- When a student has committed three attendance violations of any combination of late to class, late to school unexcused class absences, the next violation will be considered an act of defiance.
- When a student has committed six attendance violations of any combination of late to class, late to school, unexcused class absences, the next violation will be considered an act of insubordination.
- Students who fail to report for unexcused reasons to administratively assigned detention for an attendance violation will be considered guilty of defiance.
- Continued attendance violations may result in the student being classified as a habitual offender as defined Student Code of Conduct which may result in

- expulsion from the Greater Johnstown School District.
- A schedule modification may be imposed in cases where attendance infractions primarily affect a particular course of study. Students withdrawn from courses are ineligible to earn credits for such courses during the current school year.

Truancy

Any day for which a student is confirmed truant will result in the student being cited for a violation of the Student of Conduct, Level III infraction - Unexcused School Absence

- Three unlawful absences will result in written notice of violation of the Compulsory Attendance Law and result in prosecution pursuant to Section 1333 of the Pennsylvania School Code.
- Unlawful and unexcused absences or unexcused class absences will result in a "0" (zero) grade for all class missed that day.
- Unexcused class absences exceeding 50% or more of any school day will result in an unexcused/unlawful absence for the day.
- Students truant on multiple occasions will be assigned to in-school suspension, Saturday detention, or an extended school year.
- In each incident the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employee of the school district.
- Travel to an unauthorized area is classified as a Level III infraction of the Student Code of Conduct and in students who leave the school grounds or who travel to an unsupervised or restricted area within the building without authorization.
- **Penalties for Violations of Compulsory Attendance Requirements pursuant to 24 PS 13-1333.**
- After 20 days of unexcused absences in a semester(90 days) at the high school level, students will face disciplinary that may include expulsion from school.
- After 45 days of irregular attendance in a school year at the middle school or elementary school levels, students will face disciplinary action that may include expulsion from school.

DANGEROUS WEAPONS IN THE SCHOOL

(State Law 18 Pa CS 912)

Weapons and replicas of weapons are forbidden on the school premises, for the purpose of this policy, premises mean the school, grounds, school buses, or any premises, grounds, or vehicles used for official school purposes.

Weapons shall include, but not be limited to, any knife, explosives, cutting tools or instrument, chuck stick, firearm, shotgun, or any instrument represented as such, which is capable of, or intended to, inflict serious bodily injury.

Incidents of students possessing weapons will be reported to the student's parent/guardian and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against the students who possesses the weapons and with the students who assist

possession in any way. Any student violating this policy will be suspended and may be expelled from school.

**Terroristic Threats / Acts
(School Board Policy 218.2)**

- 1) Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public & inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
- 2) Terroristic act - shall mean an offense against property or involving danger to another person.
- 3) The Board prohibits any district student from communicating terroristic threats or communicating terroristic acts directed at any student, employee, Board member, community member or school building.
- 4) Students that make terroristic threats or commit a terroristic act shall immediately be suspended. Incidents may be reported to law enforcement officials. Expulsion of the student may be recommended to the Board.

**DRUG & ALCOHOL POLICY
Adopted 1995**

A. GREATER JOHNSTOWN "STAR" PHILOSOPHY

The philosophy of the Greater Johnstown School District is to promote the educational, emotional, and social growth of the individual student. The district recognizes the increasing impediments to this growth and an increase in the use and abuse of drugs, alcohol, and other mood altering substances. In addition, the District recognizes the need for mental health intervention and a commitment to promote a safe and caring environment.

It is the belief of the Greater Johnstown School District that these students should receive the necessary help as quickly and professionally as possible.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the School District will work to educate, prevent, and intervene in the student problems stated above.

B. GREATER JOHNSTOWN DRUG/ALCOHOL POLICY DEFINITIONS

1. Drug/Mood Altering Substance/Alcohol - Shall include any alcohol or malt beverage, and drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or any substance or other health endangering compounds.

Examples of the above include, but not limited to, beer, wine, liquor, marijuana, hashish, cocaine, chemical solvents, inhalants, steroids, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district procedure for the

administration of medication to students in school.

2. Supporting Teens At Risk (STAR) or Student Assistance Program (SAP) - Is a multi-disciplinary team composed of school personnel and members of community agencies. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, dependency, and mental health concerns. The team will play a primary role in the identification and referral process of students coming to their attention.

3. Distributing - Deliver, sell, pass, share, or transfer any alcohol, drug, mood altering substance, as defined by this policy, from one person to another or to aid therein.

4. Possession - Possesses or hold, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

5. Drug Paraphernalia - Includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substance. Examples include, but not limited to, roach clips, pipes, and bowls.

Unlawful Harassment **(School Board Policy 248)**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment to be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to

participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Procedure

When a student believes that s/he is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

A student shall report a complaint of harassment, orally or in writing to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

Discipline

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

Use of Tobacco or Tobacco Product (School Board Policy 222)

State law and School Board policy prohibit the possession of tobacco or tobacco products on school property. This prohibition extends to possession and/or use on and away from school property by students, when under the jurisdiction or contact of the district.

Smoking and other tobacco usage shall include all uses of lighted or unlighted material, including tobacco, cigars, cigarettes, pipe, and smokeless tobacco.

Students who violated this policy may be suspended or expelled. Students will also be referred to the legal system and upon conviction will be subject to a fine plus court costs.

LOCKER SEARCH (School Board Policy 226)

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in the lockers.

Student Identification (School Board Policy 249)

Identification badges will be worn by students in order to assist in providing students with a safe school environment.

Middle School and High School students will be required to wear and make visible, district-provided identification badge. All students will be required to have their picture taken by a district-provided photographer.

At Extra-curricular events student will produce identification badges upon request by school official.

Failure to show identification badge and/or failure to properly identify oneself to a school employee or school personnel may result in detention or suspension. Continued failure to identify oneself may result in expulsion.

Fraudulent use of an identification card is a disciplinary offense.

Dress Code

The Board of School Directors recognizes that each student's mode of dress and grooming reflect personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the school or the health and safety of themselves and others.

In as much as an individual's appearance is reflected frequently in his/her conduct, the Greater Johnstown School District has formulated dress regulations for all students.

Dress regulations serve as a guide for students; not regulations, however, are as effective as the individual student's good taste, which is, after all, the final criteria for an individual's appearance. A student's appearance should be a source of pride, not only to the school, but also to the individual and his or her family.

Administrators and teachers should use discretion in enforcing the following dress code. In no instance should regulations impose undue hardship on the individual child.

If a style is disruptive to the educational process, constitutes a threat to the safety and health of oneself or others, or is in violation of statute, it will not be permitted in school. Garments that are perceived to cause disruption of the learning process are not permitted in the classroom.

The following are examples of inappropriate dress for the school situation:

- A. Hats and head coverings cannot be worn in the building.
- B. Pants, shorts, skirts, culottes, etc. cannot be worn below the waist.
- C. Biker shorts, boxer shorts, or gym shorts (except dress and walking shorts, at least two inches below the fingertips when standing.)
- D. Skirts that are shorter than shorts. Skirts/Skorts/Culottes cannot be worn overtop of shorts or leggings that are not at least two inches below the fingertips, when standing. (Skirts/skorts/culottes that are at least two inches below the fingertips, when standing, are appropriate for school.)
- E. Any item of clothing that is too tight, too revealing, or exposes the midriff (halter, tube tops, see-through mesh clothing, etc.), tank tops, cutoffs, and clothing that is ripped, soiled, cut or has holes.
- F. Coats, jackets, and pajamas shall not be worn under ordinary circumstances.
- G. Inappropriate clothing that advertises drugs, alcohol, tobacco, or weapons that contain or promotes violence, obscene or offensive language, and pictures or gang related accessories.
- H. Purses are not to be bigger than a ½ sheet of 9 ½" X 11" paper
- I. Bookbags are not to be taken into the classrooms.

Violations of the dress code will lead to removal of the student until he/she is properly

attired as determined by the administrator or his/her designee.

ACCEPTABLE USE OF INTERNET

A. PURPOSE

The purpose of the Internet is to support research and education by providing access to resources and the opportunity for collaborative, innovative resource sharing and communication.

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The Director of Education, K-12, will have the authority to determine the appropriate use of the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

The district shall make every effort to ensure that this education resource is used responsibly by students and staff.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

B. PROHIBITIONS

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and Federal and State law. Specifically, the following uses are prohibited, but not limited to:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. Unauthorized use of chat rooms, news groups, and user groups.

C. SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged-in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

D. SAFETY

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communications. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

E. CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion of damage to files of data belonging to others, and copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Violation of this policy may constitute a Level II or higher level offense, as defined in the School Discipline Code.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

F. COPYRIGHT

The illegal use of copyright software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

**BULLYING/CYBERBULLYING
(School Board Policy 249)**

Bullying means an intentional electronic(including cyberbullying), writtem, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and

has the effects of doing the following:

1. Sustantial interference with a student's education,
2. Creation of a threatening environement, or
3. Substantial disruption of the orderly operation of the school.

A students who violates this policy shall be subject to the appropriate disciplinary action consistent with the Code of Conduct, which may include:

- Counseling within the school
- Parental conference
- Loss of school priveleges
- Transfer to another school building, classroom, or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

ELECTRONIC DEVICES (School Board Policy 237)

The possession of laser pointers and attachments and telephone paging devices/beepers are prohibited by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The use of radios, tape players, beepers, headphones, and other portable entertainment devices are prohibited during school hours, unless approved by the administration.

The use of cellular phones that have the capability to take photographs or record audio and video are prohibited during the school day in district buildings.

Violations of this policy by a student shall result in disciplinary action and may result in the confiscation of the electronic device.

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