



WOODLAND HILLS SCHOOL DISTRICT 2007-2008 CODE OF STUDENT CONDUCT

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CHAPTER I: INTRODUCTION

The Woodland Hills School District is dedicated to the development of each student's potential in a positive learning climate. To achieve this goal, schools must be free from disruptions that interfere with the teaching and learning processes. Teachers, parents and students must assume a role in promoting and enforcing behavior that encourages teamwork and creates a learning climate that allows each student to realize his or her individual potential.

The Woodland Hills Board of School Directors declares it to be the policy of the District to provide an equal educational opportunity for all children to achieve their potential through the programs offered in its schools regardless of race, sex, national origin or disability.

With this broad goal in mind, the Woodland Hills Board of School Directors has implemented the following discipline policies. These policies will remain in effect until rescinded or waived by the Woodland Hills Board of School Directors.

The Code of Student Conduct is drawn from Board policies and other documents, including the Court-approved Discipline Plan, and describes prohibited student conduct and the disciplinary consequences which may follow such conduct. Building administrators are given discretion, within the parameters of this Code, to impose the forms of discipline which are appropriate to the student's conduct.

The District maintains that reactive disciplinary approaches to behavior must be accompanied by proactive efforts such as academic and guidance counseling and extracurricular activities. Proactive components of a discipline plan attempt to address sources of student behavioral problems and thus minimize reoccurrence. Reactive components include the continuum of adverse consequences which can be experienced by students whose behavior is so disruptive or recalcitrant as to require separation from the school environment so as to preserve order. Taken together, both proactive and reactive strategies attempt to maintain a student's direct participation in the instructional environment to the extent possible while preserving the integrity of that environment for the student body as a whole.

As a foundation for both proactive and reactive processes, a formal statement of uniform behavioral expectations—rules—is embodied in this written Code of Student Conduct, which is adopted by the Board of School Directors as required by State Law. The Code identifies and as necessary describes what behaviors are forbidden, the range of responses which may be invoked by the District, and the procedural entitlements of students in connection with the imposition of discipline. The Code is continuously reviewed and is formally revised and re-adopted by the Board on an annual basis.

The Code of Student Conduct provides the foundation within a larger context of processes and resources. The District maintains a preference for in-class management, counseling, and discipline techniques, supported by home contacts; limited removal from classrooms should be focused on supporting in-class efforts and facilitating return to that environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

Within extended separations, in-school suspension is preferred over out-of-school, so as to maintain attendance and presence in the learning environment. Out-of-school separation should be imposed only for serious misconduct or events where continued presence in the school is itself disruptive. Permanent expulsions should be reserved for extremes of misconduct and protection of the school environment.

Regarding the Code's layout, Chapter II describes certain rights and responsibilities of students and states the District's policy regarding some specific matters. Chapter III defines violations of the Code and Chapter IV describes the disciplinary policies, procedures and resources of the District. Finally, Chapter V summarizes the District's response to violations of its drug and alcohol policy.

CHAPTER II: STUDENTS' RIGHTS AND RESPONSIBILITIES

A. ATTENDANCE

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Students have the right:
 - (i) To attend school.
 - (ii) To receive a clear definition of what constitutes an absence, an excused or unexcused absence, and tardiness.
 - (iii) To seek credit recovery through the Attendance Appeal Process.
- (b) Students have the responsibility:
 - To attend all classes daily and promptly.
 - To provide a Student Absence Report within three days after returning from an absence.
 - To request make-up assignments upon returning from absences and complete the work promptly.

(2) THE COMPULSORY SCHOOL ATTENDANCE LAW

- (a) The District has the responsibility to enforce the Pennsylvania state compulsory attendance laws as set forth in 24 Pa.C.S. §§ 13-1301 et seq. and the penalties of § 13-1333 and § 13-1338. In brief, those sections state that a parent of a student who unlawfully fails to attend school may be brought before the magistrate and charged with a summary offense. Where the student is 13 or over and the parent took all reasonable steps to insure the student's attendance, the student is liable for his or her non-attendance. A fine up to \$300 may be imposed upon the responsible party, parent or student, and the student's automobile operating privileges may be suspended by the Department of Transportation.
- (b) The District will discharge its duties under the compulsory attendance law as follows:
 - (i) When a pupil has three days or equivalent of verified unlawful absence, a first offense notice will be served on the student's parents.
 - (ii) If an additional unlawful absence occurs, a second offense notice will be served on the student's parents and provided to the magistrate. This procedure will be followed for each additional unlawful absence.

(3) ATTENDANCE PROCEDURES

- (a) Excused Absences
 - (i) A student may be excused from school for the following reasons: the student's illness or injury, a death or serious illness of a family member, religious holiday or other urgent reason (i.e., doctor, dentist or legal appointment, impassable roads).
- (b) The Student Absence Report
 - (i) A parent or guardian shall furnish a written explanation, called a Student Absence Report, for every full or partial day or absence of a student, including instances where a student is tardy to school or dismissed from school early. The Student Absence Report must state the reason for the absence, must list dates of the absence, and must be completed and signed by a parent or guardian. Students are not permitted to write their own Student Absence Reports and the Student Absence Report for an absence must be submitted to the attendance office within three (3) days after returning to school. A student who forgets his or her Student Absence Report must report to the attendance office or clerk for a temporary

admittance pass. If a student reports to school after homeroom period, or first period, following a day of absence or tardiness, he or she must report to the attendance clerk for an "admission to class" pass.

(ii) Teachers will take attendance in all classes, with the official attendance for the school day taken during the homeroom period or first period. For high school students, if a student is classified as absent when he or she is present, he or she must notify the attendance clerk in the high school attendance office. The clerk will check the records and make the correction.

(iii) If a student will be legally absent from school a parent or guardian is requested to call the school before 9:00 a.m. each day of the student's absence and thereby eliminate the need for the school to contact the home. The parent must still complete a Student Absence Report when the student returns to school.

(iv) A student who expects to represent the school or a school organization in a function at night or after school hours, must be in attendance all day on the day of the scheduled activity. This policy applies to sports, plays, assemblies, field trips and other such activities. If the scheduled activity is on a Saturday, the student must be present in school all day on the preceding Friday. Students are not permitted to participate in school functions if they are not in school the day of the activity. Principals may use discretion in extenuating circumstances.

(v) Any unexcused absence for any pupil under the age of seventeen (17) is, by definition, an unlawful absence. A legal excuse is the parent's or guardian's only protection from a fine. Failure to pay the fine imposed will result in the parent or guardian's arrest. In case of arrest, the burden of proof is upon the parent or guardian to show that the absence of the child was properly excused by an Administrator or the Board of School Directors. In case of chronic absence, school authorities may request a physician's statement showing such absence to be justified. Any student not following the procedures listed below may be subject to disciplinary actions.

(c) Questionable Absences

(i) If the Principal or his/her designee finds a student absence report to be credible, the absence will be designated as excused. The District reserves the right to require medical certification for illness-related absences. Illness-related absences not explained by a doctor's excuse may be called questionable. Further, cases of erratic or patterned absences may be called questionable. The student's parent or guardian may be asked to supply additional supporting documentation to the building principal for review. If this is not done, the absence may be called unexcused or unlawful and the District may seek the penalties which are imposed for unlawful absences, namely fine and magisterial involvement.

(d) Loss of Academic Credit—The consequences of failing to meet acceptable attendance standards are as follows:

(i) Students will receive letter grades for all classes taken, but a student may not receive the credit necessary for grade advancement and graduation regardless of the grade earned in the course if the student exceeds eight (8) days of unexcused absence for semester courses or sixteen (16) days of unexcused absence for a year-long course.

(ii) A mandatory warning letter will be sent by registered mail to parents or guardians prior to loss of credit. A five (5) day notice will be sent for semester courses and a eleven (11) day notice for a year-long course. The letter will clearly outline the necessary steps students, parents or guardians must take to avoid loss of credit.

(e) Attendance Appeal Process

Students who have lost academic credit because they exceeded the applicable absence limit may appeal by using the "Attendance Appeal Process". The Appeal Process for credit recovery can only be used one time in a school year. All appeals for credit recovery must be submitted by the parent or guardian by the last school day of the current year.

The Appeal Committee consists of the principal, counselor, nurse and a member of the SAP/IST Team. At the appeal, the parent and/or student will be given the opportunity to explain to the Committee extenuating reasons for the student's excessive absences. At its discretion, the Committee may waive the Credit Attendance requirement. The student will be notified of the decision following the appeal hearing.

If the appeal is not successful, students will be subject to detention and/or Saturday or summer school, and possible retention.

(f) Class Cutting and Truancy

Any absence related to class cutting or truancy is an illegal absence which will be counted toward the no credit attendance limit for grades K-12. For a specific definition of truancy and its disciplinary consequences, see Chapter III.

(g) School-Sponsored and Approved Trips or Activities

(i) Absences from school for trips or activities which were approved by a building administrator are excused absences. Students will be permitted to make up all work missed during school-sponsored or approved trips.

(ii) The sponsoring teacher must prepare a list of those students attending a trip or activity at least two (2) days in advance of the trip or activity. The principal shall decide whether the activity is approved and so notify the sponsoring teacher the faculty. Student rosters must be presented to the Transportation Department two days prior to any activity.

(h) Early Dismissal

(i) A student desiring to be excused early from school must take his or her written Student Absence Report to the attendance clerk prior to the school starting time or prior to homeroom on the day of the requested dismissal. Professional appointments, including dental, medical and legal appointments, should be scheduled after school, on Saturdays or other non-school days whenever possible. A student is expected to return to school after a professional appointment if school is still in session. Requests for dismissal for all dental and medical appointments must list the following:

1. The time of the appointment.
2. The time to be excused from school.
3. The name, address and phone number of the dentist, doctor or medical person to be visited.
4. The signature and phone number of a parent or guardian.

(ii) Students will be released only to their custodial parent(s), legal guardian(s) or an individual listed as emergency contact on the emergency card. If a custodial parent or guardian requests a student to be released to an adult who is not on the emergency care card, the building principal must verify the request by returning a call to the custodial parent or guardian making the request. The adult must then report to the school office to pick up the student, and show valid photo I.D. to office personnel.

(iii) All custodial parents, legal guardians or authorized agents of a custodial parent must sign a register in the main office of each attendance center indicating the date, time and reason why the student was released from school.

(iv) If a student becomes ill or is injured during the school day, the teacher will excuse the student to see the school nurse. Permission from the school nurse or a school building administrator is required before a student can leave the school building with proper escort to go home or to a hospital or doctor's office.

(i) Student Vacations

All student vacations will be considered unexcused absences, and make-up work will not be issued. These missed days are not appealable for credit recovery. However, an educational trip may be considered an excused absence if the student shares the educational experiences with his or her class for the general benefit of all students. Typically, educational trips are those in which a significant portion of time is spent at educational places such as museums, monuments or planetariums or historical places. An educational trip must be approved by the course instructor and presented to the Appeal Committee.

(j) Student Tardiness—The expectations for students being on time are as follows:

(i) Late to school—(GRADES 7-12) - A student should be in his or her first period class before the tardy bell rings.

(ii) Late to class—(GRADES 7-12) - Students should be in the proper classroom before the tardy bell rings.

(iii) Late to school—(GRADES K-6) - A student should be in his or her classroom before the start of school. Parents of elementary students will be responsible for their child's arrival to school on time.

(iv) For a description of the disciplinary procedures which may be used when a student is tardy, see Chapter III.

(k) Class Participation Grades—GRADES K-12

(i) A successful completion of a course is much more than merely passing exams. Exam grades verify a student has learned a measured amount of information during a grading period, but they do not measure the total amount of learning acquired during a grading period. Daily classroom interactions and experiences complete the learning process. The daily instructional activities and interactions between teachers and students are invaluable. They can never be exactly duplicated in any other manner. It is for these reasons that credit may be denied for excessive unexcused or illegal absences.

For these reasons, a daily classroom participation grade will be given in all courses. Students will earn course points for each day of attendance and participation. In total value, the class participation grade will be approximately equal to a major exam grade, or project grade in each grading period following procedures established by the classroom instructor.

B. DRESS CODE

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

(a) Students have the right to dress and groom as they choose as long as they do not disrupt the educational process or endanger the health and safety of themselves or others.

- (b) Students have the responsibility to follow guidelines for dressing and grooming in a manner which shows cleanliness, promotes safety, and demonstrates respect for themselves and others.

(2) UNACCEPTABLE CLOTHING

- (a) The following is a list of clothing, not intended to be exhaustive, that is unacceptable for school:
 - (i) Outdoor clothing/outerwear
 - (ii) Hats, coats, gloves (while indoors), masks (while inside buildings and on buses)
 - (iii) Headbands, bandanas or any head coverings
 - (iv) See-through clothing and clothing that is excessively revealing, including, but not limited to, clothing with low-cut necklines.
 - (v) Tube tops, halter tops or spaghetti-strap tops.
 - (vi) Clothing featuring illegal products or behavior, profanity, or remarks that are obscene or offensive, or implying any unsafe behavior.
 - (vii) Mini skirts (skirts must be no shorter than finger-tip length above the knee)
 - (viii) Short shorts
 - (ix) Jogging shorts or gym shorts
 - (x) Spandex biking pants or shorts
 - (xi) Gang clothing or clothing symbols
 - (xii) Hoods worn over head
 - (xiii) Sunglasses
 - (xiv) Belts, bracelets with metal spikes, chains, dog collars
 - (xv) Jewelry promoting or endorsing illegal or unsafe behavior.
 - (xvi) Rolled-up pants
 - (xvii) Exposure of underwear
 - (xviii) Exposure of midriff
 - (xix) Thongs, slippers
 - (xxi) Trousers not worn at the waist
- (b) Walking shorts, defined as shorts which are no shorter than one finger tip's length above the knee, may be worn year-round. Other acceptable shorts (namely those not described in B.(2)(a) may be worn between May 1 through the last day of school and from opening day of school through September 30.
- (c) Shorts are not permitted to be worn in shop areas or any area in which the wearing of shorts could cause a health or safety problem.
- (d) The decision as to whether a student's clothing is unacceptable is made by the applicable building administrator, upon the administrator's own initiative or the request of a classroom teacher. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur.

C. INTERSCHOLASTIC ATHLETIC ELIGIBILITY

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Students may participate in interscholastic athletics as they choose.
- (b) Students have the responsibility to ensure that they are meeting their academic obligations in their classes and their behavioral obligations to the school environment if they wish to represent the District in athletics.

- (2) In order to participate in the interscholastic athletic program, the following will govern:
- (a) A student who is nineteen (19) years old or younger on or after July 1 shall be eligible to compete through the following school year.
 - (b) The student must have twenty (20) or fewer days of absence in the semester prior to the semester of participation.
 - (c) The student's participation is limited to eight (8) semesters beyond eighth grade and a maximum of four (4) seasons of participation in any single sport beyond eighth grade.
 - (d) Any concerns regarding a student's eligibility will be directed to the Athletic Director as required by PIAA/WPIAL Rules.
 - (e) The student must be present all day of the scheduled event, or present all day the preceding Friday if the event is scheduled for a Saturday. Principals may use discretion in extenuating circumstances.
 - (f) A student receiving two (2) or more failing grades in any subject in a grading period will be ineligible for participation during the next grading period.
 - (g) A student's final spring grades will be used to determine eligibility for fall sports. Any student who fails two or more subjects will not be eligible unless the deficiency is removed in summer school.
 - (h) A semester course failed in the first semester will not be included when determining eligibility at the end of the school year.
 - (i) A student may become ineligible to participate in interscholastic athletics for disciplinary reasons within the District. Further, a student may have participation privileges suspended or forfeited by the building principal for involvement or participation in illegal acts or crimes within the community.

D. ELIGIBILITY FOR PARTICIPATION IN STUDENT ACTIVITIES

- (1) STUDENTS' RIGHTS AND RESPONSIBILITIES
- (a) Students have the right to participate in activities sponsored by the School District as they choose.
 - (b) Students have the responsibility to ensure that they are meeting their obligations to their classes and the District by complying with the Code of Student Conduct if they are to enjoy the benefit of school activities.
- (2) To participate in a student activity, the following conditions must be met:
- (a) A student must be present all day of the scheduled event, or present all day on the preceding Friday if the event is scheduled for a Saturday. Principals shall use discretion in extenuating circumstances.
 - (b) A student receiving two (2) or more failing grades in any subject in a grading period will be ineligible for the next grading period.

- (c) A student's final spring grades will be used to determine eligibility for fall activities. Any student who fails two or more subjects will not be eligible unless the deficiency is removed in summer school.
- (d) A semester course failed for the first semester will not be included when determining eligibility at the end of the school year.
- (e) If a student is ineligible during a grading period because of failing grades, the building principal may reinstate a student to an athletic team/activity under the following conditions:
 - (i) If tutorial centers are being offered, the student must attend every tutorial session at the same time for a three-week period. Proof of attendance and satisfactory work approved by the teacher at the center must be presented in writing to the principal.
 - (ii) The student must obtain written documentation from all subject teachers he or she is now enrolled in indicating how the student is now passing the respective classes. The building principal may declare the student eligible to return to the athletic team or activity sixteen (16) days after distribution of the last report card.
- (f) A student may become ineligible to participate in activities for disciplinary reasons. Also, a student may have activity participation privileges suspended or forfeited by the building principal for involvement or participation in illegal acts or crimes within the community.
- (g) Student participation in one-time events occurring beyond the regular school day, including such events as concerts, art shows, and science fairs, which are extensions of accredited courses, are not subject to the grade eligibility requirements for participation. Any other one-time events not covered above will be reviewed for consideration by the principal of the building where the student attends.

E. GANG POLICY

(1) STUDENTS'S RIGHTS AND RESPONSIBILITIES

- (a) Students have the right to a safe and respectful school environment, free from intimidation, fear and violence.
- (2) Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property and which disrupt the school environment, are harmful to the educational process and will be dealt with severely. The use of hand signals, written or oral comments, stances, stares, 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 indicates or implies membership or affiliation with a gang or groups, whether real or implied, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and Commonwealth and is strictly prohibited. For descriptions of specific prohibited conduct and likely disciplinary measures, see Chapter III.

F. IDENTIFICATION CARDS

- (1) Student I.D. cards will be utilized by the Woodland Hills School District for security and identification purposes in all district buildings. Students will have their student photo identification cards taken on a time schedule to be determined by the district. The card will contain the student's name, picture, student number, year of graduation, and escapable bar code.

- (2) Elementary (K-6): The card will be kept by the teacher on the elementary level. The student's picture identification card may be used as, but is not limited to, a "child find device". In addition, it could be utilized in the cafeteria for lunch accounting purposes.
- (3) Secondary (7-12): Students will be required to present the card:
 - (a) When requested by administrators, teachers, security officers and transportation personnel.
 - (b) When purchasing a ticket for athletic/school activities.
 - (c) For use in media centers
 - (d) For cafeteria accounting purposes
- (4) Refusal on the part of a student to show his or her identification card when requested will be considered a violation of Code Chapter III (24), Misconduct, Fraudulent use of the identification cards is also covered under Chapter III (12), Falsifying Information.
- (5) All students in the district will be issued an initial photo I.D. Card at the expense of the District. At the secondary level, the student will be held accountable and responsible for the maintenance and use of his or her card. In the event the student loses the card, the student will be charged as follows:

\$2.00	- first replacement
\$4.00	- second replacement
\$5.00	- every time thereafter
- (6) Student I.D. Cards are the property of the Woodland Hills School District. Therefore, when a student leaves the District, the card must be returned to the designated area as required by the specific building administrator.

G. LOCKERS

- (1) STUDENTS' RIGHTS AND RESPONSIBILITIES
 - (a) Students have the right only to keep their lawful personal property and effects in lockers. Students have no right or expectation of privacy or other security from search or other inspection by school officials.
 - (b) Students have the responsibility to keep lockers clean, orderly and locked at all times.
- (2) Student lockers are for books, school supplies and coats.
- (3) Student locker combinations are confidential and are not to be shared with students who are not assigned to the locker.
- (4) Lockers are non-transferable. Students are only permitted to use the locker for which they are assigned. Students may not grant permission to any other student(s) to use their lockers.
- (5) Students are not permitted to maintain a locker in the athletic locker room. Athletic locker room lockers are to be used for athletic equipment and physical education classes only.
- (6) A student who is assigned to a locker is the only one permitted to use the locker.
- (7) School authorities may search or inspect a student's locker and seize any illegal materials. Seized materials may be used as evidence against a student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which



pose a threat to the health, welfare, and safety of students and staff in the school, student lockers may be searched without prior warning.

H. HEALTH SERVICES

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

(a) Pursuant to the School Code, 24 P.S. § 14-1401 et seq. The District has the responsibility to administer certain health services to students. Correspondingly, students have the responsibility to see that such tests or services are received, either from a school nurse or in the case of medical or dental examinations, from the student's own family physician.

(b) The District shall require the following tests of the students of the following grades:

Height and Weight measurement, Vision test	Grades K-12
Hearing test	Grades K, 1, 2, 3, 7, 11
Physical examination	Entry into school and Grades 6, 11
Dental examination	Grades K, 3, 7
Scoliosis screening	Grades 6, 7

I. MEDICATIONS

The Board has adopted a revised Medication Policy effective as of the 2005-06 school year. Please review this policy closely.

A summary of the policy follows:

"Medication" includes all prescribed medication and any non-prescription (over-the-counter) medications. Before any medication may be administered to any student during school hours, a written order from a licensed prescriber must be on file with the school nurse. A licensed prescriber includes a licensed physician, dentist, nurse practitioner or other health care provider who is legally authorized to prescribe either prescription or non-prescription medications.

This written order will include: 1. Name of Child. 2. Date of Prescription. 3. Name of medication. 4. Dosage and route of administration. 5. Specific time, or special circumstances, in which the medication shall be administered. 6. Specific length, period, or amount of medication prescribed. 7. Signature of the prescriber. A written request from the parent/guardian is also required.

Medication will not be administered unless the prescription is properly labeled and the required permissions are obtained. Written orders and parent/guardian permission may be faxed to district locations. No emails may be accepted as permission.

Emergency prescribed medications and specified over-the-counter medications may be administered according to the current standing orders of the school physician. Over-the-counter medications may be taken by the student in the health office whose custodial parent/guardian has given permission.

Parent/guardians may come to the school to administer a medication dose to their child. Verbal orders from a licensed prescriber for administration of medications will be accepted by the registered nurse and must be followed with a written order within 24 hours.

All medication orders will expire at the end of the each school year. For those medications that extend from one school year to the next, a new order and parent/guardian permission must be provided for each new school year.

All medications shall be administered by a registered nurse or by the parent/guardian or Building Administrator. The only exception to this would be an Epi-Pen, which may be administered by a non-licensed individual in the event of an emergency.

Delivery of Medication To/From School

If a responsible adult cannot deliver the medication to school, the parent/guardian must accept responsibility of student transporting medication to/from school. Prescribed medication must be provided in a container appropriately labeled by the pharmacy or health provider. The label must include the student's name, medication name, dosage, time, and route of administration. Over-the-counter medication must be in the original manufacturer's packaging with a readable label. Medications not picked up within one day of the end of the school year will be discarded.

Special Medication Administration Situations

Missed Morning Dose

1. If an order exists for a morning dose, the nurse may administer the medication after verifying with the parent/guardian that the child did not take the prescribed medication before coming to school.
2. Parent/guardians may come to school to administer a medication dose for which the school nurse does not have an order.

Field Trips

1. Standing order and prescription medications may be administered by an approved license nurse after an appropriate assessment has determined the need and after confirmation of the licensed prescriber's order. Administration shall occur at such a time and place as well as will not interfere with the regularly scheduled duties of the nurse.
2. Parent/guardian may accompany their child on a field trip to administer medication.

Inhaler Use

With written licensed prescriber and parent/guardian permission, students may carry and self-administer asthma inhalers. Parent/guardian permission must include a statement relieving the school district and its employees of any responsibility for the benefits or the consequences of the medication for ensuring that medication is taken.

The student must demonstrate the capability for self-administration and for responsible behavior in the use of the medication. In addition, the student would be required to notify the school nurse within 24 hours after using the inhaler. If the child abuses or ignores the district policies, the school can confiscate the inhaler and remove the privilege of being able to carry the medication. Medications, other than stated above, shall not be in the child's possession. Violators will be addressed by the school district's drug and alcohol policy.

The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of student's correct procedure/techniques by the licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discus, emergency anaphylactic kits, and diabetic insulin pump. Specific plans may be developed considering individual health needs and school integration and implementation.

J. METAL DETECTION SYSTEM

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Students have the right to receive an education in a safe and orderly environment.
- (b) Students have the responsibility to submit to searches by metal detector in order to further the creation of a safe and orderly environment.

(2) Because it is a criminal (18 Pa.S. § 902) and School Code (24 P.S. § 13-1317.2) offense to possess a weapon on school property, 24 P.S. § 5-510, and because the Board of School Directors has the authority to create reasonable rules and regulations, 24 P.S. § 5-510 the Board has balanced the limited intrusion of metal detection systems or devices upon individual freedom against the vital public interest in preserving an appropriate learning environment and hereby authorizes the Superintendent to do the following:

- (a) Purchase appropriate metal detection scanning systems or devices to discourage the presence of weapons in schools.
- (b) Create administrative procedures to utilize metal detection scanning devices for entry searches of students and visitors by school personnel or security personnel.
- (c) Utilize such equipment for comprehensive and random entry searches of students and visitors to the schools in the Woodland Hills School District.
- (d) Utilize such equipment for comprehensive and random entry searches at school programs, school activities, athletic events, and other activities conducted in Woodland Hills Schools.

(3) All students and visitors entering a school building during school hours will be required to pass through the metal detectors. Anyone refusing to comply shall be denied entry to the school or school-sponsored event.

(4) Any students refusing to go through the metal detector may be subject to search and/or suspension for up to ten (10) days.

(5) This policy is applicable during both school and after-school hours.

K. MOTOR VEHICLES

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Students do not have the right to drive to school. Driving to school is a privilege which is granted to students primarily based on need.
- (b) Students who are given permission to drive have the responsibility to register their car and display a parking decal on their rear view mirror. They also have the responsibility to drive carefully and observe traffic laws while driving on School District property.

(2) At the discretion of the principal, temporary parking permits may be issued to students with specific short-term parking needs.

(3) Students who are cited for moving violations of traffic laws may have their parking privileges suspended or revoked.

- (4) For a description of the school's motor vehicle regulations and possible disciplinary action for violation of the regulations, see Chapter III.

I. TRANSPORTATION

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Transportation to and from school is a privilege. Students do not have an absolute right to free transportation to and from school.
 - (b) Students have the responsibility to act in a polite and orderly manner while riding District-operated vehicles.
- (2) Students shall be taken on and discharged from the school bus only at the designated stops.
 - (3) Each student shall be assigned to a bus. Persons other than a school student, employee or official shall not ride in a school bus on a regular route.
 - (4) No student is permitted to ride any bus other than the one for which the student is regularly scheduled. Students are required to get on and off the bus at the assigned stop unless the driver has a signed note from a principal or his or her designee which permits another pick-up or drop-off point. The principal must have a signed note from the custodial parent or guardian and verify the request by a telephone call to authorize the student's use of a non-assigned stop.

M. VIDEO CAMERAS

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

- (a) Students have the right to receive an education in a safe, orderly and respectful environment.
- (2) To further the rights of all students and staff to a safe, orderly and respectful environment, the Board authorizes the Superintendent to purchase and implement video surveillance on School District grounds and vehicles.
 - (3) Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
 - (4) Videotapes capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action.

CHAPTER III: VIOLATIONS OF THE CODE OF STUDENT CONDUCT

A. PREFACE

The following is a list of conduct which violates the Code of Student Conduct. Violations of the Code of Conduct are divided into Level 1 infractions and Level 2 infractions. Generally, Level 2 infractions are those which are more severe, posing a greater risk to the health and safety of the student populace and carrying greater penalties. A description of the disciplinary alternatives for violations is provided in Chapter IV. For some violations of the Code, the Board has shown a preference by stating clearly which disciplinary outcome will accompany certain conduct. In those instances, the penalty is made a part of the violation's definition. In other instances, the appropriate building administrator has discretion regarding which penalties to impose.

Unless the Code specifies otherwise, Level 1 infractions will be dealt with initially through Time-Out or Saturday School. For repeated Level 1 infractions, the other disciplinary alternatives set forth in Chapter IV may be imposed.

B. SPECIFIC VIOLATIONS

(1) ALCOHOL AND DRUG POLICY VIOLATION—LEVEL 2

- (a) Possession, sale or use of alcohol or illegal drugs, including look-alike substances, is strictly prohibited on school property or at any school-sponsored event.
- (b) “Drugs” are defined as all substances prohibited or regulated by the Controlled Substances, Drug, Device and Cosmetic Act, as amended, 35 P.S. § 780-101 et seq., and any other applicable state or federal statutes or regulations. Again, the policy also applies to look-alike substances.
- (c) The District has adopted mandatory penalties for students who possess, use or sell alcohol or drugs:
 - (i) The student’s parent or guardian must be notified.
 - (ii) The student’s counselor must be notified.
 - (iii) Appropriate law enforcement agencies may be notified.
 - (iv) The student may be referred to an outside agency for assessment.
 - (v) The student may be referred to the assessment and counseling program.
 - (vi) The student may be suspended.
 - (vii) The student may also be suspended pending referral to the School Board for further disciplinary action.
 - (viii) The appropriate information will be provided to the Pennsylvania Department of Education.
- (d) The District’s Drug and Alcohol Policy becomes effective when a student demonstrates symptoms of, use of, possession of or distribution of drugs, look-alike drugs, unauthorized chemicals, steroids, or alcohol.
- (e) When an outside referral is appropriate, the student and family will be informed that the recommendations of the District and the outside agency must be followed for the student to be re-admitted to school.
- (f) Pursuant to 35 P.S. § 807.1, the Board of School Directors prohibits the use of steroids and performance-enhancing substances by student engaged in athletics and the following penalties shall accompany violations of this policy:
 - (i) For a first violation, suspension from school athletics for the remainder of the season.
 - (ii) For a second violation, suspension for school athletics for the remainder of the season and for the following season.
 - (iii) For a third violation, permanent suspension for school athletics.

(iv) No student shall be eligible to resume participating in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.

(g) For a summary of the District's Alcohol and Drug Policy, see Chapter V.

(2) ARSON AND RELATED ACTS—LEVEL 2

- (a) Setting fires on school property is prohibited. Any student who sets an unauthorized fire on school property may be suspended, legal charges may be filed, and all financial and legal obligations arising from the fire or damage to property will be the responsibility of the parent or guardian and the student.
- (b) Setting off false fire alarms is prohibited; any student who is found to have set off a false fire alarm, reported or telephoned a false fire or panic alarm may be suspended, the relevant law enforcement agency may be notified, and the student and his or her parents or guardians will be responsible for all financial liability incurred.
- (c) Tampering with fire extinguishers is prohibited. Any student found to have tampered with a fire extinguisher may be suspended and will be required to pay for any cost of refilling, repairing or replacing the tampered fire extinguisher.
- (d) The making of bomb threats is prohibited by criminal statute and District policy and any student initiating a bomb threat or assisting in a bomb threat may be suspended, the relevant law enforcement agency may be notified, and the offending student and his or her parent or guardian will be responsible for all costs.
- (e) Possession of explosive devices is prohibited and any student possessing smoke bombs, firecrackers, incinerating devices, or related materials may be suspended. Student may also receive other disciplinary sanctions as are set forth in Chapter IV.
- (f) Possession of any item or device used to start a fire is prohibited. Students may be suspended, or receive other disciplinary sanctions as are set forth in Chapter IV.
- (g) Violation of the arson and related acts rule may lead to referral to the School Board for further action.

(3) AUDIO-VISUAL EQUIPMENT—LEVEL 1

Unauthorized audio-visual equipment is not permitted on school grounds. A student who violates this rule will have their audio-visual equipment confiscated. "Audio-visual equipment" includes, but is not limited to, cameras, camcorders, walkmans, radios, televisions, video games and other audio-visual monitoring devices.

(4) CAFETERIA VIOLATIONS—LEVEL 1

A student who misbehaves during the lunch period may lose his or her cafeteria privileges and may be subject to other disciplinary actions. Cafeteria misbehavior includes, but is not limited to throwing food, making a mess and failing to clean up after oneself.

(5) CLASS CUTTING—LEVEL 1

Cutting class or lunch period is prohibited and a student found to have cut class may receive up to four (4) hours of detention or other appropriate penalties for Level 1 offenses. Illness is an

acceptable excuse for not reporting to class, but if a student becomes ill, he or she must report to the school nurse with a properly signed pass. Continual class cuts may result in suspension.

(6) CONSPIRACY—LEVEL 1 OR 2

- (a) It is prohibited for students to engage in a conspiracy to violate the Code of Student Conduct; a “conspiracy” is an agreement to violate the Code of Conduct and an overt act taken to further the violation.
- (b) A student who encourages, assists, plans or aids another student in violating the Code is punishable just as is the student who actually commits the violation.
- (c) Depending on whether the underlying violation is a Level 1 or Level 2 violation, conspiracy may be either a Level 1 or 2 violation.

(7) CONTRABAND—LEVEL 2

- (a) Possession of contraband is prohibited. Contraband includes, but is not limited to, drugs and alcohol, weapons, steroids, all forms of tobacco, drug paraphernalia, telephone pagers and obscene materials.
- (b) To avoid accidental violation of these rules, the following procedure must be followed by any student who discovers or finds contraband or suspected contraband on school property, including school buses, or at any school function:
 - (i) Under no circumstance should a student pick up the contraband.
 - (ii) The student should **immediately** proceed to and advise an adult employee of the location of the contraband.
 - (iii) A student should never accept any contraband from another person, even for the purpose of delivering it to a proper school authority.
- (c) Students must remember that mere possession of contraband is itself a basis for disciplinary action.

(8) DESTRUCTION/DEFACING SCHOOL PROPERTY—LEVEL 2

- (a) A student who destroys or defaces school property, including but not limited to graffiti, will be required to pay for or correct any and all damages. The student may be suspended from school, charges may be filed with the proper law enforcement agency, and the student may be referred to the School Board for expulsion.
- (b) Under 24 P.S. § 7-777, defacing or destroying school property is a crime punishable by fine or prison, and the School Board is authorized to offer rewards for information leading to the conviction of persons who deface or destroy school property.

(9) FAILURE TO ATTEND DETENTION—LEVEL 1

Students are expected to fulfill detention obligations immediately. A student who fails to attend detention may receive additional hours of detention. Subsequent failure to fulfill detention obligations may result in Saturday School and eventually in-school suspension.

(10) FAILURE TO COMPLY WITH A REQUEST OF STAFF MEMBER—LEVEL 1

A student who fails to obey a reasonable and understood request by a teacher or administrator is subject to disciplinary action. Typically, this will involve student classroom behavior; i.e., student talks during class and fails to stop; student is bothering other students during class and fails to stop; student is asked to clean up a mess and fails to comply. Failure to comply with a request of a staff member is met with Time-Out, if practicable.

(11) FALSIFYING INFORMATION—LEVEL 1 OR 2

Falsifying information is strictly prohibited. This type of behavior includes, but is not limited to, altering or forging parental excuses, making or conspiring to make false phone calls to school officials, altering or forging hall and library passes, plagiarism, and failure on the part of the student to properly identify him or herself. A student who commits this type of behavior will be assigned any of the disciplinary action delineated in Chapter IV.

(12) FIGHTING—LEVEL 1 OR 2

- (a) Fighting is a confrontation by two or more students provoked by verbal, physical, or other factors. A fight occurs where two or more students are involved in pushing, punching, kicking or other aggressive actions. A fight does not occur where one student is pushing, punching, kicking or committing other aggressive actions upon another student who is not responding in kind other than in self-defense. In such a case, the offending student will be disciplined for assault. This type of behavior will not be tolerated by the Woodland Hills School District.

Charges with the magistrate may be filed by the building administrator if necessary. Relevant law enforcement agencies may also be contacted.

- (c) The severity of the fight will determine whether the fight is a Level 1 or Level 2 offense, and which disciplinary procedures will be applicable. Also, whether the students involved have fought previously, with each other or others, will determine the severity of the sanctions.

(13) FUND RAISING—LEVEL 1

All fund raising activities must be approved by the Superintendent. Students are prohibited from engaging in any fund raising that is not approved by the Superintendent. Tickets or articles of any type other than those associated with school-sponsored activities are not permitted to be sold on school property or at school-sponsored events.

(14) GAMBLING/CARD GAMES—LEVEL 1

Any form of gambling or card games is prohibited and a student who violates this rule may receive disciplinary action.

(15) GANG POLICY VIOLATIONS—LEVEL 2

- (a) Any incident involving initiations, intimidation or related activity of such gangs or affiliates will hereby be considered actions which may cause bodily danger to students or staff. Such incidents will be addressed as the appropriate building administrator deems fitting.
- (b) Any persons wearing, carrying, displaying gang or group paraphernalia, exhibiting behavior or gestures which symbolize gang or group membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and/or permanent expulsion.

(16) HARASSMENT, ASSAULT AND BATTERY OR EXTORTION OF STUDENTS OR STAFF MEMBERS – LEVEL 2

All forms of unlawful harassment of students are prohibited in the Woodland Hills School District.

- (a) Concerted or severe harassment or intimidation of students or staff members for the purpose of obtaining money, property or other advantages is prohibited and a student committing such harassment will receive a penalty including any of the disciplinary actions delineated in Chapter IV.
- (b) Striking a teacher, staff member, student, security officer, or outside-contracted employees will result in any of the disciplinary actions delineated in Chapter IV. The applicable law enforcement agency may be notified, appropriate charges may be filed, and at the conclusion of the informal hearing, the student may be referred to the Woodland Hills School Board for further disciplinary action.
- (c) Terroristic threats directed against a student, staff member, security officer or any contracted employee may result in a suspension not to exceed ten (10) days and/or any of the disciplinary action delineated in Chapter IV. Further, referral to the Woodland Hills School Board for additional disciplinary action may result.
- (d) It is prohibited for students to engage in any conduct or language which harasses others. This includes, but is not limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual's religion, ancestry, sex, national origin, age or handicap/disability.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of communications of sexual nature.

Violations of this policy shall be reported to the appropriate building administrator immediately. Students violating this policy are subject to disciplinary procedures set forth in Chapter IV.

(17) IDENTIFICATION CARD VIOLATIONS—LEVEL 1

Any student who steals or uses another student's identification card is subject to disciplinary action. If the violation includes falsifying information, the student may be subject to additional punishment.

(18) IMPROPER DRESS—LEVEL 1

If a student is not dressed in accordance with the boundaries set forth in Chapter II, the student may be required to change clothes, and disciplinary action may result.

(19) INDECENT ASSAULT—LEVEL 2

Inappropriate remarks of a sexual nature and/or improper touching of a sexual nature directed to students, employees or guests of the Woodland Hills School District are prohibited. A student engaging in either may be subject to a suspension of up to ten (10) days depending upon the case. Also, an offending student may receive any of the disciplinary action delineated in Chapter IV, and charges may be filed with the appropriate law enforcement agency.

(20) INDECENT EXPOSURE—LEVEL 2

A student who commits an act of indecent exposure may be suspended, charges may be filed with the appropriate law enforcement agency, and the student may be referred to the School Board for further disciplinary action.

(21) LEAVING CLASS WITHOUT PERMISSION—LEVEL 1

Leaving class without permission is prohibited and a student who violates this rule will receive disciplinary action.

(22) LEAVING SCHOOL WITHOUT PERMISSION—LEVEL 1

(a) Leaving school without permission is prohibited and a student who leaves school without permission will receive disciplinary action. Also, any and all student activities or privileges may be restricted for students who leave school without permission.

(b) Depending upon the frequency of the violation, the student may be referred to the Woodland Hills School Board for further disciplinary action.

(23) LOITERING—LEVEL 1

(a) Students are prohibited from entering or remaining on school property without authorization. Further, during instances where students are authorized to be on school property, they are prohibited from entering unauthorized areas of school property.

(b) Students who violate this provision may be referred to the School Board and are subject to disciplinary action. Law enforcement authorities may also be informed.

(24) METAL DETECTOR VIOLATION—LEVEL 1

Any student who refuses to go through a metal detector or attempts to enter a District building without going through a metal detector will receive disciplinary action, which may include the imposition of a suspension of up to ten (10) days.

(25) MISCONDUCT—LEVEL 1

Misconduct is behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, student, class or school. Examples of misconduct are speaking out in class out of turn, physical horseplay (pushing, tripping) or yelling.

(26) MOTOR VEHICLE VIOLATION (GRADES 9-12) - LEVEL 1

(a) A student's violation of a state driving statute on school grounds may result in the loss of driving privileges, towing of the violator's car at his or her expense, citations by the police department, or detention or suspension assigned by an administrator. Loss of driving privileges may be for any period of time, including the remainder of the school year.

- (b) Students must park only in those areas reserved for student parking. Students parking in areas prohibited to them, i.e., faculty areas, visitor areas, fire lanes, etc., will be issued a citation and have their car towed away at their expense. Student appearing on the scene during the towing away process will be charged the full service to compensate the independent towing service.

(27) PAGERS/CELLULAR TELEPHONES—LEVEL 1

- (a) The possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school-sponsored activities, and on buses or other motor vehicles provided by the school district, pursuant to 24 P.S. § 13-1317.1.
- (b) Possession of unauthorized pagers or cellular telephones will result in disciplinary action. Such pagers and cellular telephones will be confiscated.
- (c) A student who has a medical need for a beeper must have written pre-approval from the Superintendent. Before approval is given to a student, documentation and verification from proper sources will be necessary.

(28) POSSESSION OF OBSCENE MATERIAL—LEVEL 1

- (a) Possession of obscene materials (i.e., books, pictures, films, internet materials such as digital files, and computer files, etc.) is prohibited.
- (b) Violation will be punished by disciplinary action. If the violation is severe or frequent, the measure of punishment will increase accordingly.

(29) SMOKING/USE OF TOBACCO PRODUCTS—LEVEL 1

- (a) The use or possession of tobacco products by students on school property (which shall include school buses) is prohibited. A student in possession of tobacco products will have such items confiscated.
- (b) Students who violate this rule may be required to do any combination of the following:
 - (i) Volunteer services at a local hospital for a minimum of six (6) hours.
 - (ii) Attend an educational program related to the dangers of tobacco use.
 - (iii) May receive up to three (3) days of suspension. If the violations persist, a student is subject to any of the disciplinary measures set forth in Chapter IV.
- (c) It is a summary offense 18 P.S.—6306.1 for students to use or possess tobacco on school property or in a school bus or school building, a fine of up to \$50.00 may be imposed on students who violate the statute.

(30) TARDINESS—LEVEL 1

- (a) Tardiness, or arriving at homeroom or first period class after the morning bell has rung, is prohibited.

- (b) When a student has accumulated a total of three (3) tardies to school in a semester, the student will be warned. The student may receive up to two (2) hours detention on the fourth tardy and for each tardy thereafter during the semester. If the detention fails to change the student's behavior and the student is repeatedly tardy, he or she may be suspended in-school for up to three (3) days, and receive further sanctions for additional violations.
- (c) With regard to tardiness to class, if a student's tardiness to class becomes chronic, the student may be referred to an administrator for disciplinary action.
- (d) If an elementary student has accumulated more than four (4) tardies per semester without legal Student Absence Reports, the parent will be required to report to the school for a conference with the principal. Failure to report for this conference may result in a visit from the home/school visitor.

(31) THEFT/RECEIVING STOLEN GOODS—LEVEL 2

- (a) Theft and receiving stolen goods are prohibited by Pennsylvania law and School Board policy and, depending upon the severity, the penalty may be as follows: parent notification, proper law enforcement agency notification, magistrate involvement, and any of the disciplinary actions delineated in Chapter IV.
- (b) Restitution for theft must be made by the offending individual or his or her parents or guardians.

(32) THROWING SNOWBALLS OR OTHER OBJECTS—LEVEL 1

- (a) A student throwing snowballs or other objects may receive up to three (3) hours of detention. A more severe penalty may be invoked depending on the severity of the incident.
- (b) A student throwing snowballs or other objects at a moving vehicle may be reported to the proper law enforcement agency.
- (c) Students who violate this provision may also receive other disciplinary action.

(33) TRANSPORTATION—LEVEL 1

- (a) When riding District-operated transportation, students must conduct themselves in an acceptable manner at all times. Vulgarity, profanity, fighting or other improper conduct is not permitted. Students may not block the aisles or emergency door with musical instruments, lunch boxes, books or other possessions. Students may not operate the bus door or tamper with the emergency door. Students may not eat, drink, smoke, or play radios on the bus. Every student who rides a bus must get on and off at the assigned bus stop.
- (b) The following penalties apply to a student who is found to have engaged in prohibited or inappropriate conduct on a bus:
 - (i) First Offense—Conference with student and warning letter to parents. A principal may suspend a student from the bus on the first offense if the first offense is serious in nature.
 - (ii) Second Offense—Suspension of riding privileges of one (1) day.
 - (iii) Third Offense—Suspension of riding privileges of three (3) days.

(iv) Subsequent Offenses—Permanent suspension may occur from school bus riding privileges for the remainder of the school year.

The authority for suspension is vested solely in the building principals.

(34) TRUANCY—LEVEL 1

- (a) Truancy is unexcused nonattendance of school.
- (b) Truancy is prohibited and a student who is truant may receive disciplinary sanctions and referral to the local magistrate.
- (c) A student's ability to make up work missed due to truancy must be done within the schedule of the student's teachers.

(35) UNACCEPTABLE LANGUAGE—LEVEL 1

Students are prohibited from using, in speaking or writing, profanity, or other vulgar and obscene language.

(36) UNACCEPTABLE USE OF NETWORK & INTERNET—LEVEL 1 or 2

Students are expected to act in a responsible, ethical and legal manner in accordance with District policy when using the network and internet. Students will receive a complete review of the policy from the teaching staff. A written copy will be distributed to all students with a provision for sign-off (parent/guardian for elementary students) prior to using computers.

The severity of the offence will determine whether the incident is a Level 1 or Level 2 offence, and which disciplinary procedures will be applicable. Also, whether the student(s) involved have previous AUP violations, will determine the severity of the sanctions.

Failure to comply with the policy will result in loss of computer privileges and further discipline action as delineated in Chapter IV.

(37) WEAPONS—LEVEL 2

- (a) Possession of a firearm will result in a mandatory expulsion for a period of not less than one year, subject to the discretion afforded to the Superintendent and Board of School Directors pursuant to federal and state legislation. 24P.S. § 13-1317.2, 20 U.S.C. § 8921.
- (b) Further, it is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. 18 P.S. § 902.
- (c) A student is in violation of this policy if he or she is in possession of a weapon:
 - (i) In any Woodland Hills School District building;
 - (ii) On any grounds of the Woodland Hills School District;
 - (iii) In any vehicle, public or private, providing transportation to or from Woodland Hills Schools, or school activity sites;
 - (iv) At any school function, activity or event whether or not held on Woodland Hills School District grounds and whether or not held during school hours; or

(v) While the student is on his or her way to or from school.

(d) Definitions

(i) "Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nonchuk stick, brass or metal knuckles, firearm, shotgun, rifle, pistol, chemical agent (such as mace), explosive devices (including but not limited to pipe bombs), and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful, supervised school activity or course shall be permitted (e.g., rifles for rifle team, starting pistol for track team) for its intended uses only.

(ii) The term "firearm" means: "(a) any weapon (including a starter gun) which will or is designed to or may readily 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." 18 U.S.C. § 921.

(iii) "Firearm" includes actual firearms of any type whatsoever, pellet guns, BB guns, and look-alike firearms, whether they be capable of operation and whether they be loaded or unloaded.

(iv) Possession shall include but not be limited to being on the person of the student, in the student's locker, or otherwise directly or indirectly under his or her control.

- (e) Every school employee or student who has knowledge of a weapon being impermissibly on school property must immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge or suspicion of a weapon being on school property shall be subject to disciplinary proceedings if the student does not report his or her knowledge or suspicion to an administrator or employee in a timely manner.
- (f) Upon reasonable suspicion that a student possesses a weapon, the principal will request that the student voluntarily empty his or her pockets and remove any coat, book bag or purse so that the same may be searched by a school official. Such a search shall take place in the presence of another adult.
- (g) If a weapon is found and confiscated, the principal shall immediately notify and summon the local police, the Superintendent, (or, in the absence of the Superintendent, another administrator) and the parents or guardians of the student involved.
- (h) If a student is found in violation of this policy, the incident will be immediately reported to the local police. The student shall receive an informal hearing, receive up to a ten (10) day out-of-school suspension following the informal hearing, and be subject to formal due process proceedings before the School Board. Expulsion hearings will be scheduled, pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board of Education.

(38) HAZING— LEVEL 2

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Students who have been subjected to hazing should report it to the building principal immediately.

Administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violated this policy.

(39)TERRORISTIC THREATS—LEVEL 2

- (a) Students are prohibited from communicating terrorist threats directed at any student, employee, board member or community member.
- (b) The building principal will:
 - (i) Notify parents immediately and have any staff member involved write a statement of the incident.
 - (ii) Inform local police of the incident.
 - (iii) Request local police to file appropriate charges against the student.
 - (iv) Student will receive a three (3) day out of school suspension followed by an informal hearing. The student may receive an additional seven (7) days of suspension. Board action may also be taken if appropriate.

(40)LASERS—LEVEL 1

Students are not permitted to be in possession of any type of Laser illuminator or sound device; including but not limited to laser pointer, laser pen, laser illuminator, etc., during any time in school, school activities, or on school buses. Students in possession of such devices will face disciplinary action. All laser devices will be confiscated.

CHAPTER IV: DISCIPLINARY ACTIONS AND PROCEDURES

A. DISCIPLINE POLICIES

- (1) As Chapter III of the Code sets forth those student behaviors which will bring about disciplinary consequences, Chapter IV describes the District's approach to discipline and the disciplinary alternatives available to administrators when a student violates the Code.

In general, the District maintains a preference for in-class management of behavior, counseling, and discipline techniques, supported by home contacts; limited removal of students from classrooms should be focused on supporting in-class efforts and facilitating return of the student to the classroom environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

For extended separations, in-school suspension is preferred over out-of-school, so as to maintain attendance and presence in the learning environment. To minimize the amount of instructional time lost, Saturday school will be imposed wherever possible in lieu of in-school suspension. Out-of-school suspension should be imposed only for serious misconduct or events where continued presence in the school is itself disruptive. Permanent expulsions should be reserved for extremes of misconduct and protection of the school environment.

- (2) To facilitate the District's preference for in-class management of student behavior, the District has adopted the Responsibility Training and Time-Out model for dealing with behavior that is disruptive of the educational process but which does not threaten the health or safety of the school community. Specifically, Time-Out is the disciplinary approach which will be used to address many Level 1 violations. Because of their severity, Level 2 violations are referred directly to a District administrator, who has discretion to impose any of the disciplinary remedies, including Time-Out.

B. DISCIPLINE PROCEDURES

(1) **Time-Out** is a four-level process, and its working is described as follows:

(i) Time-Out Level I. The Teacher resolves discipline problems on a one-to-one basis with the student without removing the student from the classroom. A conversation should involve the teacher asking the student the following type of questions:

What are you doing?

What is the rule?

What should you be doing?

What can you do to change your behavior? (or suggest an appropriate behavior)

Usually a single line of questions is sufficient to end the misbehavior, according to the responsibility program literature. If a student suggests an effective behavioral plan (or agrees to the teacher's suggestions), the responsibility training is completed. If the student does not propose an effective plan, does not accept the teacher's suggestion, or does not act in an appropriate manner, Time-Out II is implemented.

(ii) Time-Out Level II. The classroom teacher isolates the misbehaving student by moving the student to a separate area of the classroom. This separation provides the student an opportunity to reflect on his or her behavior and to plan alternative behaviors by drafting a written plan of action. This action plan must be accepted by the teacher before the student is allowed to return to class. If the student does not develop an acceptable plan by the end of the class period, or the student has already been in Time-Out II twice, the student may be referred to Time-Out III.

(iii) Time-Out Level III. After the teacher has exhausted reasonable effort in helping the student change inappropriate behaviors, the student may be referred to the time-out room. This room provides the student with an opportunity to reflect on his or her behavior in a quiet environment away from the distractions of the classroom. The teacher must complete a Time-Out III referral form, which describes the transgression for which the student is assigned to the time-out room. The student in turn must complete a Time-Out III form, whereby the student writes a plan of action for changing his or her behavior. This plan must be approved by the classroom teacher before the student is permitted to return to class.

With the assistance of the responsibility training room monitor, the student develops an acceptable plan of action and remains in time-out until this task is completed. If writing an action plan requires more than one class period, the student's parents are then contacted and informed of the reason why the student is in the time-out room. The responsibility training monitor also documents all referrals into and from the room and prepares a monthly summary report.

(iv) Time-Out Level IV. When the responsibility training room monitor perceives that a student is misusing Time-Out Level III, or when it becomes apparent that Level III has not been effective in changing inappropriate behaviors, Time-Out IV may be initiated. Time-Out IV may involve time-out at home. The student may be dismissed and sent home (with appropriate parent contact) to remain until a written plan of behavior is developed and agreed to by the classroom teacher and principal. The written plan must include the parent's signature, and the parent must accompany the student when he or she returns to school.

If a plan is not forthcoming, the District may involve Saturday school, in-school suspension as warranted, subject to typical protocols.

(2) **Aside from Time-Out**, the following disciplinary remedies and procedures will also be used to address violative student behavior:

(a) Administrative Detention

Administrative detention is held in an assigned room each day. A student who is assigned detention shall report to the detention room on the days designated by the administrator. The requirements for detention are promptness, no talking, and constructive writing or studying. Students assigned to detention will be given twenty-four (24) hours notice to provide time for transportation arrangements.

(b) Community Service

Community service is an alternative choice for discipline that assigns students to perform a service in their community in lieu of fines or additional discipline.

(c) Core Team, Referral to

The Core Team is a team of trained professionals that is available to assist students that are having problems. The primary goal is to help students succeed academically, emotionally, physically, and personally. These programs work with the support and full knowledge of the families. Referral to the Core Team may be made by an administrator.

(d) Discipline Review Committee and District Review Panel

(i) The Discipline Review Committee is designed to address students with chronic behavior problems. A Discipline Review Committee will be formed in all buildings. This committee will consist of the building principal, a guidance counselor, a teacher, a student, a parent or guardian and any additional personnel as necessary. The committee will discuss and determine procedures to bring about a significant change in behavior. If after recommendation has been made no significant change has been noted, the student may be referred to the District Discipline Review Panel.

(ii) The Building Review Panel will review discipline incidents of any student receiving more than five (5) infractions of the discipline code in any school year. The panel will also review the discipline record of students with fewer than five infractions where the infractions are serious ones. The panel will review the past discipline history in addition to the present incident reports in the current school year. The panel will consist of the following members:

For Regular Education Students	For Special Education Students
Director of Pupil Personnel	Director of Special Education
Principal	School Psychologist
Counselor	Principal
One or more classroom teachers	Special Education Teacher
Student/Parent/Guardian	Student/Parent/Guardian

If the student does not follow the course of action set forth by the review committee, the student will be brought to the board for a discipline hearing.

(e) Exclusions from Classes (In-School Suspension)

(i) A student may receive in-school suspension if he or she engages in any Level 2 infraction or is a repeated Level 1 offender. In those instances, the student will be required to report to the in-school suspension room and work on assignments in a structured, supervised learning atmosphere. Students must not sleep during in-school suspension.

(ii) Students receiving in-school suspension will be informed of the reasons for the suspension and will be given an opportunity to respond to them. The student's parents or guardian will be contacted when in-school suspension is imposed, and with any in-school suspensions exceeding ten (10) consecutive school days, the student and his or her parents or guardians shall have the right to an informal hearing before the eleventh (11th) day.

- (iii) In-school suspension shall not be employed as a disciplinary action for primary and intermediate students.
- (f) Exclusions from school (Out-of-School Suspension)
- (i) The state law provides that the Board of School Directors define and publish the types of offenses that could lead to exclusion from school.
- (aa) Exclusion from school may be imposed for any Level 2 offense and the following Level 1 offenses, in severe circumstances: Cafeteria Violations, Class Cutting, Failure to Attend Detention, Fighting, Leaving Class or School Without Permission, Misconduct, Possession of Obscene Material, Smoking, Tardiness and Truancy.
- (ii) Exclusion from school may be:
- (aa) Temporary Suspension: Exclusion from school for an offense for a period of up to three (3) school days, by an administrator, without an informal hearing, in accordance with the policies of the Board of School Directors.
- (bb) Full Suspension: Exclusion from school for an offense for a period of between four (4) and ten (10) school days, and after an informal hearing before the principal. The hearing must be offered to the student and the student's parent or guardian, in accordance with policies established by the Board of School Directors.
- (cc) Expulsion: Expulsion is exclusion from school by the Board of School Directors after a formal hearing for an offense for a period exceeding ten (10) school days. Expulsion may involve permanent removal from the school rolls.
- (iii) No student may receive a temporary suspension unless he or she has been notified of the charges and given an opportunity to respond prior to the suspension becoming effective. All full suspensions require an informal hearing and all expulsions require a formal hearing, in accordance with established procedure and the Pennsylvania School Code.
- (iv) The maximum period that a student may be suspended for an offense is ten (10) school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten (10) school days limitation is not exceeded. Temporary or full suspension may not be cumulative or made to run consecutively beyond the ten (10) day limit.
- (v) During the period prior to a temporary suspension or full suspension or a hearing and decision by the Board of School Directors in an expulsion case, the student shall remain in his or her assigned classes.
- (vi) Students shall be permitted to make up exams and work missed while being disciplined by temporary or full suspension within guidelines established by the Board of School Directors.
- (vii) If, when expulsion proceedings are initiated, it is determined after an informal hearing that the student's presence in his or her normal classes would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of full suspension, the student may be excluded from school for more than ten (10) school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

(viii) Expelled students who are less than 17 years of age are still subject to the compulsory school attendance law. The responsibility for placing the student in school rests initially with the student's parents or guardians. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the school district has the responsibility to make some provision for the child's education. If the approved educational alternative program is not complied with, the school district may take action in accordance with the provision of Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

(g) Hearings

Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, a student is entitled to a formal hearing.

(i) Procedure for an informal hearing:

- (aa) Notification of the reasons for the suspension is given in writing to the parent or guardian and to the student.
- (bb) Sufficient notice is given to the student of the time and place of the informal hearing.
- (cc) A student has the right to question any witness present at the hearing.
- (dd) The student has the right to speak and produce witnesses on his own behalf.

(ii) Procedure for formal hearing:

- (aa) A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board or a hearing officer. When less than a majority of the members of the Board is present they are empowered to act as a committee. A hearing examiner need not be a member of the Board, but his or her adjudication must be approved by the Board.
- (bb) At a formal hearing, the following due process requirements are to be observed:
 - Notification of the charges in writing, sent to the parents or guardian and to the student by certified mail.
 - Sufficient notice to the student of the time and place of the hearing.
 - The right of the student to be represented by counsel.
 - The School Board and the Administration shall be represented by counsel at all formal hearings.
 - The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
 - The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The right of the student to testify and produce witnesses on his or her own behalf.
 - A record must be kept of the hearing, either by a stenographer or by a tape recorder. A student is entitled, at the student's expense, to a copy of the transcript.
 - The proceedings must be held with all reasonable speed.
 - If requested by the student or the student's parents/guardians, the hearing shall be held in private.

(iii) Legal Right: Where the student is dissatisfied with the results of the formal hearing, recourse is available with the appropriate state or federal court.

(h) Mediation

Mediation is a voluntary process in which students are given an opportunity to talk out disciplinary problems with trained mediators, look for possible solutions, and secure an agreement that is fair to both parties.

Mediation has been used with some success in dealing with fights between students. This is because the process allows the students involved in the fight to talk about why the incident occurred, discuss whether it will happen again and offer apologies to each other. A successful mediation ending in admitting of fault and an apology is often able to change or reduce how long students receive suspensions for fighting. Mediation is used as a measure of intervention in fights which have occurred and as a measure to prevent future fights. Accordingly, because of its effectiveness, the District will strive to offer all students involved in fights the opportunity to mediate and will offer mediation in circumstances where such remedy is appropriate. Other discipline offenses by their nature are not capable of being mediated.

(i) Multiple Violation/Repeat Offender

In instances where a student's conduct violates multiple provisions of the Code, or where a student repeatedly commits a certain type of violative behavior, a student will receive increased disciplinary sanctions.

(j) Saturday School

Saturday school is an alternative choice of discipline that requires students to attend a form of detention on Saturdays (so they do not miss regular classes). This will be provided with the assistance of teachers to help with any work, and transportation may become the responsibility of the parent.

(k) Teacher Detention

In teacher detention, students may be kept after school by their classroom or homeroom teacher. The student is required to report to that teacher at the time and place established by the teacher. A minimum of twenty-four (24) hours notice will be given to provide transportation arrangements. The teacher keeping a student after school will monitor the student. Students failing to report for the teacher may be reported to the principal for administrative disciplinary action.

(l) Transportation Violation Measures

(i) All discipline problems related to school buses will be handled between the school bus driver, the student, the principal, parents, and when necessary, the director of transportation of the District.

(ii) Violation of the standards for bus conduct shall be subject to the following penalties:

- (aa) **FIRST OFFENSE**—Conference with student and warning letter to parents. A principal may suspend a student from the bus on the first offense if the first offense is serious in nature.
- (bb) **SECOND OFFENSE**—Suspension of bus riding privileges for one (1) day.
- (cc) **THIRD OFFENSE**—Suspension of bus riding privileges for three (3) days.
- (dd) **FOURTH OFFENSE**—Discipline Review Panel
- (ee) **SUBSEQUENT OFFENSES**—Permanent suspension may occur from school bus riding privileges for the balance of the school year. The authority for suspension is vested solely in the building principals.

(m) Verbal Reprimand

A verbal reprimand is a conference between a student and a teacher and/or administrator concerning an infraction of the student conduct code.

C. CRIMINAL ACTS

- (1) Criminal acts occurring on school property will be dealt with in accordance with Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, as amended and all other statutes applicable to juvenile or other offenders and offenses.
- (2) A student who is charged with committing a criminal act, depending upon the severity of the case, will be released in the custody of his or her parents and reported to the appropriate law enforcement agency. He or she will also be referred to the School Board for further disciplinary action.
- (3) If a student of Woodland Hills School District is charged with a crime occurring outside of school and away from school property but related to the student or staff population of the District and it is determined that the student poses a threat to the health, safety or welfare to the District's students or staff, the District may impose appropriate disciplinary measures of its own against the student.

D. THE SAFE SCHOOL ACT OF 1995

Woodland Hills School District is committed to enforcing the Safe Schools Act, 24 P.S. §13-1301—A, et seq. Under the Act, schools shall document and report all incidents of violence occurring on school property. Schools shall forward disciplinary records to the new schools of students transferring out of the District, and shall make disciplinary records available to state and local law enforcement officials.

E. SUMMARY OF DRUG AND ALCOHOL POLICY (See Page 33)

WOODLAND HILLS SCHOOL DISTRICT

SUMMARY OF DRUG AND ALCOHOL POLICY



SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	
1. Student is suspected of possible drug, unauthorized chemicals, steroids or alcohol usage. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Limited to the staff member contacting the C.A.C.	Limited to behavioral problems	Not applicable	Not applicable	None Assistance available
2. A student contacts a staff member in regard to the drug/alcohol or steroid use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.	Limited to the staff member and C.A.C./S.O.S. may be contacted for assistance.	Not applicable	Not applicable	Not applicable	None Assistance available
3. A student volunteers information about personal drug, alcohol, steroids or unauthorized chemicals usage and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member may request advice from the C.A.C. and S.O.S.	Only with the consent of the student unless there is a clear and imminent danger.	Not applicable	Not applicable	None Assistance available
4. A student has a drug, alcohol, unauthorized chemicals or steroid related medical emergency.	The nurse will be summoned immediately.	The principal will investigate the incident. This may include a search of the student, locker and other possessions.	Yes, notification of the incident in the case of a health problem or medical emergency.	Yes, if chemical substance is appropriated.	Analysis will be made.	Referrals will be made to building administrator
5. A student possesses drug, alcohol or steroid related paraphernalia.	Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The student, his/her locker and other possessions will be searched.	Yes	At the discretion of principal.	Confiscated for analysis if warranted.	Referrals will be made to building administrator
6. A student possesses, uses or is under the influence of drugs, alcohol, unauthorized chemicals or steroids. First Offense – Cooperative	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and other possessions will be searched.	Yes, requested to come to the school.	Yes	Analysis will be made.	Initially the student will be suspended for a minimum of 3 school days during which an informal hearing will be held. An additional 7 days of suspension may result. Recommendation may result in a school board hearing.
7. A student possesses, uses or is under the influence of drugs, alcohol, unauthorized chemical or steroids. First Offense – Uncooperative	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and other possessions will be searched.	Yes, requested to come to school immediately.	Yes	Analysis will be made for possible use in further proceedings.	Initially the student will be suspended for a minimum of 3 school days during which an informal hearing will be held. An additional 7 days of suspension may result. Recommendation may result in a school board hearing.
8. A student possesses, uses or is under the influence of drugs, alcohol, unauthorized chemicals, or steroids at a school related activity.	Chaperone will contact the group advisor or administrator.	The student and his/her possessions will be searched.	Yes, come to escort.	Yes	Analysis will be made for possible use in further proceedings.	The student will be sent home immediately. Further discipline as provided by the appropriate situational category - * or +
9. A student is caught again in possession, use or under the influence of unauthorized chemicals, drugs, alcohol or steroids.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and possessions are searched.	Yes, requested to come to the principal's office immediately.	Yes	Analysis will be made for possible use in further proceedings.	Initially the student will be suspended for a minimum of 3 school days during which an informal hearing will be held. An additional 7 days of suspension may result. Recommendation may result in a school board hearing.
10. A student is distributing drugs, alcohol, controlled substance, unauthorized chemicals or steroids.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and possessions will be searched. The principal will call the police and assist the police in their investigation.	Yes, requested to come to the principal's office immediately.	Yes, in order that they may take further action.	Analysis for use in further proceedings will be requested.	Initially the student will be suspended for a minimum of 3 school days during which an informal hearing will be held. An additional 7 days of suspension may result. Recommendation may result in a school board hearing.

The confidentiality of the student will be guarded by all school personnel.

* In accordance with current guidelines for student conduct code.

+ When an outside referral is appropriate the student and family will be informed that recommendations by the district and outside agency must be followed to insure successful re-entry to school.
(A Board Expulsion Hearing may be held if not followed.)