



ATLOONA AREA SCHOOL DISTRICT
DIVISION OF ELEMENTARY EDUCATION
ELEMENTARY DISCIPLINE POLICY

REVISED 06/09

AASD Elementary Discipline Policy

I. INTRODUCTION

The rules and guidelines set forth in this document represent the second edition of a code of student conduct for Elementary Education in the Altoona Area School District.

This document is intended to serve as a guideline for discipline during all school related activities. It is recommended that the material from this document be included in some form in parent handbooks and that consequences of specific discipline problems be spelled out as much as possible. Parents and students should know, in advance, what procedures will be used to deal with various discipline problems. Also, it is important that parents and school staff be thoroughly familiar with the information contained in these rules and guidelines.

This document is not intended to contain all of the information needed for handling every discipline problem in the elementary schools; however, for those situations not specifically mentioned, the material in this document should serve as a guide to help address such situations.

ACKNOWLEDGEMENTS

The following groups and committees were involved in the first development of the code of student conduct for Elementary Education in the Altoona Area School District:

Altoona Area School District Board of Directors
Altoona Area School District, Central Office Staff
Altoona Area School District Elementary Discipline Committee
Altoona Area School District Board Policy Committee
Altoona Area School District Elementary Principals

BOARD OF DIRECTORS

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II. AUTHORITY

The Board of School Directors of the Altoona Area School District has the authority to make reasonable and necessary rules governing the conduct of students at all school activities. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the State, or which may reasonably be implied or necessary for the orderly operation of the school.

Boards of School Directors may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those which they feel are not applicable.

Each Board of School Directors shall adopt a code of student conduct, which shall include policies governing discipline and a list of student rights and responsibilities. This code shall be published and distributed to students and parents in whole and/or outline forms. Copies of the code shall also be available in each elementary principal's office.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania Public School Code. It states:

“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.” (in loco parentis)

III. PHILOSOPHY ON STUDENT DISCIPLINE

The Altoona Area School District will ensure a safe and healthy learning environment and the development of respectful and responsible citizens within the elementary school. The District will follow a set of guidelines that will be used throughout the city to guarantee consistency and fairness for elementary students. It should be in keeping with the mission statement of the Altoona Area School District that includes the development of manners, responsibility and self-discipline.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

The Altoona Area School District recognizes that in our free and democratic society the law imposes responsibilities upon public school students and guarantees to them constitutional and other legal rights appropriate to their ages and levels of maturity. Likewise, students have certain responsibilities. It is also possible that a given school official may unintentionally infringe upon a student's rights. The Altoona Area School District is committed to ensuring respect for the civil rights of all members of the community. Our policies and regulations are designed to recognize the essential dignity of each student, teacher, and staff member and to create an atmosphere in which learning may flourish. Better understanding can be achieved when everyone acknowledges the rights and responsibilities of others.

A. Students Responsibilities

1. Students share in the responsibility for good discipline in the schools. Moreover students share with the administration, faculty, and other school staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of administrators, teachers, students and all others who are involved in the educational system and associated with the right to a free public education.
2. A student will be disciplined when he/she ignores his/her responsibilities or infringes on the rights of others to learn.

Students have the responsibility to:

- a. be aware of all rules and guidelines for student behavior and conduct themselves in accordance with them.
- b. be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- c. be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- d. dress and groom themselves so as to meet elementary guidelines for safety and health, and so as to not cause disruption or distraction to the educational process.
- e. assume that until a rule is waived, altered or repealed, it is in full effect.
- f. follow the safety rules of the building to keep all safe
- g. be aware of and comply with federal, state and local laws.
- h. exercise proper care when using public facilities and equipment.
- i. attend school daily except when excused, as well as be on time to school prepared to learn, classes and other school meetings, activities and events.
- j. make up work when not in school.
- k. attempt to complete his/her prescribed curriculum.
- l. strive for mutually respectful relations with teachers, administrators, school staff, and other students.
- m. sign and comply with school's compact or learning agreement and teacher's discipline plan.

B. Parental Responsibilities

1. A cooperative relationship between home and school is essential to each student's successful development and achievement. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue

their own educational needs without unnecessary disruption by others.

To achieve this wholesome relationship parents are urged to:

- a. exemplify an enthusiastic and supportive attitude toward school and education.
 - b. build a good working relationship between themselves and school personnel.
 - c. teach their child self-respect, self-control, respect for the law, respect for others and other's property and to be accountable for his/her actions.
 - d. insist on prompt and regular attendance.
 - e. encourage their child to take pride in his/her appearance.
 - f. insist that their child promptly bring home all communications from school.
 - g. cooperate with the school in jointly resolving any school-related problem.
 - h. set realistic standards of behavior for their child and be firm, fair and consistent in applying them.
 - i. help their child learn to deal effectively with negative peer pressure.
 - j. provide a place conducive for study and completion of homework assignments.
 - k. help the child to develop an interest in learning.
 - l. be aware of the school's attendance, discipline and other such policies and the consequences of non-compliance.
 - m. be sure the child is free to communicable disease and is in as good health as possible in order to ensure effective classroom performance.
 - n. become acquainted with the school. its staff, curriculum and activities.
 - o. attend parent-teacher/administrator conferences and other school functions.
 - p. sign school's learning compact or learning agreement and teacher's discipline plan.
2. Parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to lost books, fines, cafeteria monies owed, and damage to property.

C. Teacher Responsibilities

1. Generally, it is the teacher's responsibility to handle discipline problems occurring in the classroom, which are of a common or minor nature. For more serious problems, it is the teacher's responsibility to inform the appropriate administrator of the details of the case.
2. The teacher's responsibility is to:
 - a. promote a climate of mutual respect and dignity that will strengthen the student's positive self-image.
 - b. utilize classroom routines, which contribute to the total instructional program and to the student's development of civic responsibility.
 - c. provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing.
 - d. reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual student.
 - e. guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
 - f. demonstrate by word and personal example, respect for law and order as well as self-discipline.
 - g. seek to develop close, cooperative relationships with parents for the educational benefit of the student.
 - h. handle classroom disruptions as per classroom discipline plan

- i. help students cope with negative peer pressures.
- j. be sensitive to changing behavior patterns.
- k. strive for mutually respectful relationships with students.
- l. assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.
- m. report to the principal, any students who jeopardize their own safety, the safety of other students, or the teacher, or who seriously interfere with the instructional program of the classroom as required by the Elementary Student Code of Conduct.
- n. serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law.
- o. interpret the Elementary Student Code of Conduct to students in their classes.
- p. be fair, firm and consistent in enforcing the Elementary Student Code of Conduct in the classroom, hallways, restrooms, on school transportation, on the school property and at all school-sponsored activities.
- q. be aware of and review all ASD policies and regulations.

D. Principal Responsibilities

- 1. As the educational leader of the school, the principal sets the disciplinary climate for the school.
- 2. The principal's responsibility is to:
 - a. develop a safe, nurturing learning environment.
 - b. develop procedures, which reduce the likelihood of student misconduct.
 - c. provide the opportunity for students and staff to approach the principal directly.
 - d. assist staff members to resolve problems, which may occur.
 - e. maintain ongoing communication with the faculty about the status of discipline within the school.
 - f. work closely with parents to establish a wholesome relationship between home and school.
 - g. utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
 - h. be fair, firm, and consistent in decisions affecting students, parents and staff.
 - i. demonstrate, by word and personal example, respect for law and order, self-discipline and a genuine concern for all persons under his/her authority. Be a role model.
 - j. establish necessary building security.
 - k. assume responsibility for the dissemination and enforcement of the Elementary Student Code of Conduct and ensure that all discipline cases referred are resolved promptly.
 - l. comply with pertinent state laws governing hearings, suspensions and students rights.
 - m. follow student learning compacts or learning agreements.
 - n. follow ASD policies and regulations
 - o. meet with parents about concerns or issues involving their students.
 - p. approve and support teacher's discipline plan.

V. GENERAL DISCIPLINE SEQUENCE

Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary depending on the individual case. In general, the steps are as follows:

- A. Step 1 - Teacher and Student
- Step 2 - Teacher and Parent
- Step 3 - Teacher, Counselor, Parent and/or Student
- Step 4 - Principal, Parent, Student and/or other school personnel (CST/Specially Designed Instruction)
- Step 5 - Principal, Parent, Student and Social Services Agencies
- Step 6 - Hearing Officer of the School Board
- Step 7 - School Board

- B. Summary of Sequence
 - 1. Actions Available to the Teacher Include: (Levels I, II, III)
 - a. meet with the student.
 - b. contact the parent.
 - c. withhold privileges (Suspension from trips, sports, performances, contests, reward programs, etc. with principal permission).
 - d. assign detention.
 - e. contact the counselor or other support personnel.
 - f. refer to principal.
 - 2. Actions Available to the Counselor include: (Levels I, II, III)
 - a. arrange individual/group counseling for the student.
 - b. arrange for parent conference.
 - c. consult the principal.
 - d. refer to Pupil Special Services.
 - e. contact Social Services.
 - f. arrange for Community Agency referrals.
 - 3. Actions Available to the Principal include: (Levels I, II, III)
 - a. issue a reprimand.
 - b. arrange conference with necessary individuals.
 - c. arrange detention.
 - d. withhold privileges (Suspension from trips, sports, performances, contests, reward programs, etc.)
 - e. refer to counselor, other support personnel, and/or Pupil Special Services.
 - f. assign suspension.
 - g. refer to Assistant Superintendent recommending a formal expulsion hearing with the School Board's hearing officer.

VI. STUDENT CODE OF CONDUCT

There are a multitude of acts which are not and cannot be precisely spelled out in written regulations of a school district. Since it is impossible to develop an all inclusive list of offenses, and in accordance with Section 1318 of the Pennsylvania School Code, conduct not specifically addressed in this Student Code

of Conduct, nevertheless, would fall within the scope of student misconduct and be subject to disciplinary action deemed reasonable by school authorities.

A. Affection

Visible and open displays of affection involving student(s) as deemed inappropriate by the principal and/or teacher will not be permitted.

B. Personal Appearance

All students are expected to dress appropriately for a K-6 educational environment. Any clothing that interferes or disrupts the educational environment is unacceptable. Students' clothing and/or appearance shall not cause or have the potential of causing a disruption to the educational process

1. Clothing. Clothing worn on school premises shall not be immodest, suggestive, unclean, vulgar, obscene, disturbing, or distracting.

- a. Students' clothes shall be clean and neat at all times. Students with unclean clothes constitute a health hazard and shall be required to correct the situation immediately.
- b. Students shall not wear clothing that is immodest, suggestive or that depict obscene, vulgar, disturbing, distracting or otherwise inappropriate terminology or images while on school premises. Example of such dress include, but not limited to:
 1. bare midriff, halters, tank tops, fish net, or muscle shirts.
 2. excessively tight dresses, skirts, or slacks.
 3. jams, cutoffs, or shorts made of spandex, lycra, or similar material.
 4. clothes which advertise, promote, or display alcohol, prohibited drugs, or promote, or imply the use of alcohol or drugs.
 5. clothes which depict or suggest sexual connotations or vulgar/obscene language or images.
 6. clothes which advertise, promote, display, or imply the use of tobacco products.
 7. clothes that promote illegal or violent conduct, threats or gang symbols.
 8. shorts, skirts and dresses must be approximately to the knee, when the student is standing.
 9. clothes that result in scantily clad or revealing inappropriate portions of the anatomy, such as sweaters or tops that are an inappropriate height at the chest.
 10. clothes shall be opaque as to not be revealing, suggestive, or distracting.
 - a. Outer garments such as coats and jackets shall be placed in the provided facilities and must not be worn in the classroom at any time unless environmental conditions dictate otherwise. Hats and other head garments are not to be worn inside the school buildings during the school day (unless it is a school wide approved hat day as a fundraiser, etc).
 - b. For safety reasons and to avoid immodesty and distractions, clothes that are ripped, torn or have holes shall not be permitted on school premises.
 1. Clothes that are frayed or touch the floor are a safety hazard and shall not be permitted on school premises.

- All clothes must be able to stay on without being held or pulled up.
2. No baggie pants and all undergarments must be covered.
 - c. Shorts. Students may wear shorts during the months of August, September, May and June ONLY and meet the following provisions:
 1. Shorts may not be immodest, suggestive, unclean, vulgar, obscene, disturbing or distracting.
 2. Shorts may not be excessively tight.
 3. Shorts may not be made of spandex, lycra, or similar materials.
 4. Shorts may not be ripped, torn, have holes, be frayed cutoffs, rolled up sweats, jeans, etc.
2. **Footwear.** For safety and health reasons footwear that covers the entire foot must be worn. Shoes must be appropriately laced or otherwise appropriately fastened at all times while on school premises. Sandals must have backs.
- a. Footwear that does not cover the entire foot is prohibited when on school premises.
 - b. The wearing of socks is highly recommended for health and safety reasons.
 - c. No one shall be permitted on school premises with bare feet.
 - d. No one shall be permitted on school premises without appropriately laced or otherwise appropriately fastened shoes.
 - e. No heely's or wheels in shoes. No footwear should be worn that could be deemed a safety concern or issue.
3. **Hair.** All hair, including facial and other body hair, must be clean and styled so as not to disrupt the educational program as well as for health reasons.
- a. Students with dirty hair constitute as health hazard and shall be required to correct the situation immediately.
 - b. Student whose hair style constitutes obscene, vulgar, or otherwise inappropriate terminology or images depicted within the hairstyle will be disciplined appropriately.
 - c. Students whose unusual hair style or color results in the distraction of other pupils, and disrupts, unsettles, or impedes the normal conditions of the school or classroom shall be required to correct the situation immediately.
4. **Jewelry.** Jewelry that is a potential health/safety hazard, suggestive, or that depicts obscene, vulgar, disturbing, distracting or otherwise inappropriate terminology or images shall not be worn while on school premises. Examples of such jewelry include, but are not limited to:
- a. Jewelry which advertises/promotes/displays alcohol or prohibited drugs, or promotes/suggests/implies the use of alcohol of drugs.
 - b. Jewelry, which depicts or suggests sexual connotations or vulgar/obscene language or images.
 - c. Jewelry which advertises/promotes/displays/implies the use of tobacco products.
 - d. **Any jewelry** that can create a safety hazard.
 - e. Rings with sharp points or edges, chain belts, chains hanging from jackets or any other jewelry or ornament that could be used as a weapon.
 - f. **Jewelry that is a potential health/safety hazard to wearer or others.** All

body piercings other than the ears, including, but not limited to, EYEBROW, CHIN, CHEEK, LIP, NOSE, TONGUE, are prohibited.

5. **Person.** Students whose unusual, excessive or otherwise inappropriate bodypaint, tattoos or cosmetics, which result in the distraction of other pupils, and disrupts/unsettles/impedes the normal conditions of the school or classroom shall be required to correct the situation immediately.
 6. **Personal Hygiene.** A student who is dirty or unwashed represents a health hazard to himself and his fellow students and is a distracting influence on the educational program. Such students will be required to correct the situation immediately.
- C. Appearance violations.** In the case of an appearance violation, the administration will - where possible or necessary:
1. Have the student correct the violation immediately.
 2. Contact the student's parent or guardian to assist in the immediate correction of the violation.
 3. Contact the student's parent or guardian and have the student removed from the school premises.
 4. Depending on the severity of the infraction, the student may be isolated for the school day.
 5. Follow the Disciplinary Structure as required by the Student Code of Conduct.
- D. Arson**
1. Students shall not intentionally and/or recklessly place another person in danger of death or bodily injury by starting a fire or causing an explosion.
 2. Students shall not intentionally and/or recklessly cause nor attempt to cause damage/destruction to property by starting a fire or causing an explosion.
 3. Students shall not conspire to intentionally and/or recklessly cause nor attempt to cause damage or destruction to property by starting a fire or causing an explosion.
 4. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
- E. Assault And/Or Battery On A School Employee**
1. A student shall neither intentionally nor recklessly cause, nor attempt to cause, nor threaten to cause injury; nor intentionally place another in fear of bodily harm or injury; nor conduct himself in such a way as could reasonably cause physical injury to any person employed by the Altoona Area School District.
 2. Self-defense is not to be considered an intentional act under this rule.
 3. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
- F. Assault And/Or Battery On A Student Or Non-School Employee**
1. A student shall neither intentionally or recklessly cause, nor attempt to cause, nor threaten to cause injury; nor intentionally place another in fear of bodily harm or injury; nor conduct himself in such a way as could reasonably cause physical injury to any student or other person not employed by the Altoona Area School District.
 2. Self-defense is not to be considered an intentional act under this rule.
 3. Referral to District Security and/or Civil Authorities for charges under the

Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

- G. Sexual Assault And/Or Battery** (As defined and followed in Board Policy 5035R4)
- H. Any collection, gang, or group of students** assembled with the intention of committing or inciting a fight, riot, or illegal act are responsible and held accountable as per code of discipline and the Criminal Code.
- I. Bullying** (As defined in Board Policy 5044-R1)
1. No students shall discriminate, harass, haze, bully, or intimidate because of race/religion, sex, sexual orientation, color, national origin/ancestry, familial status, disability, medical condition or age, against another person.
 2. No students shall commit offenses towards any of the groups listed above, #1. No student shall commit offenses involving damage, potential damage, and/or threats of damage to the property of such person(s) identified in #1 above.
 3. Referral to District Security and/or Civil Authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities.
- J. Hazing or Mistreating** any student, employee, non-school employee that endangers the health or safety, inflicting bodily injury, intimidation is subject to the code of discipline and the Criminal Code.
- K. Audio and/or Visual Devices.** The unauthorized possession and/or use of audio and/or visual devices on school premises or school-related activities is strictly prohibited. To include but not limited to DVR, I-pods, pagers, cell phones, etc.
- L. Cheating**
1. Cheating as a first offense, shall be classified as an academic problem, to be handled by each individual teacher.
 - a. A student has cheated if in the teacher's professional judgment, the student utilized tricks, theft, copying or computer generated text, or other means to obtain answers or questions.
 - b. The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating.
 - c. Repeated cheating shall be classified as a disciplinary problem and be reported to the principal to follow the discipline sequence.
- M. Corporal Punishment**
1. The Altoona Area School District prohibits the use of corporal (physical) punishment for all students as a means of discipline or behavioral modification. This policy covers all employees and volunteers of the School District; administrators, supervisors, teachers, other professional and non-instructional employees, and volunteers. The policy covers all employees, students, teachers, and volunteers.
 2. Employees may use reasonable force to defend themselves when necessary, to protect the safety of other employees and/or students, and to protect School District property.
- N. Damage Or Theft Of School Property**
1. A student shall not intentionally cause, attempt to cause, assist to cause, or conspire to

cause damage to school property; shall not steal, nor attempt to steal school property nor otherwise deprive the school of said property.

- a. The student shall be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
 - b. The parents or legal guardians of said student may be held liable for all damages to school property and all stolen property.
2. No student, without school authorization to do so, shall receive, retain, possess, or otherwise dispose of any property which the student knows or has reason to know belongs to the school and/or district.
- a. The student shall be required to provide restitution for damages and/or non-recovered property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
 - b. The parents or legal guardians of said student may be held liable for any and all damages to school property and/or any and all unrecovered stolen property that the student himself/herself does not provide restitution for.
3. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

O. Damage Or Theft Of Private Or Other Public Property

1. A student shall not intentionally cause in fact, attempt to cause in fact, or assist to cause in fact damage to private or other public property, steal or attempt to steal private or other public property either on school premises or off school premises during a school activity, school function, or school sponsored event.
2. A student shall not intentionally cause in fact or attempt to cause in fact damage to private or other public property, or steal or attempt to steal private or other public property on school premises and after school hours.
3. A student shall not intentionally cause in fact or attempt to cause in fact damage to private or other public property, or steal or attempt to steal private or other public property off school premises and after school hours involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse affects on there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness that the effect could include endangering the health, safety, welfare, or morals of students within the school system.
4. A student shall not come into control of property of another that he/she knows to have been lost, mislaid, or delivered under a mistake without taking reasonable measures to restore the property to a person entitled to have it.
5. A person shall not intentionally receive, retain, or dispose of property of another knowing that it has been stolen, or believing that it has been stolen.

P. Disruption of School And/Or Classroom

1. A student shall not by use of violence, displaying visually inappropriate items, discrimination based on race, creed, etc. force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, obscene language, obscene gestures, or any other conduct which serves no legitimate school purpose, intentionally cause the material

disruption or obstruction of any lawful mission, process, or function of the school or classroom.

2. Neither shall he/she engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any lawful mission, disrupt educational process, disobedience, insubordinate, open-defiance to teacher/staff or function of the school or classroom if such a disruption or obstruction is reasonably certain to result.
3. Neither shall he/she urge other students to engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any lawful mission, process, or function of the school or classroom if such a disruption or obstruction is reasonably certain to result from his/her urging. To include, but not limited to stalking, threatening, fighting, intimidating, or endangering students and/or staff.
4. Where a student or group of students is participating in a course of disruptive behavior that causes or may cause material harm or serious inconvenience to the legitimate mission, process, or function of the school or classroom, and administrator or other identified school official must order the participants and others in the immediate vicinity to disperse. Any student who refuses or knowingly fails to obey such an order will face suspension and/or a recommendation for expulsion.
5. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
6. Principal will follow school district procedures and investigation policies.

Q. Disruption Of School Sponsored, Related, And/Or Sanctioned Meetings, Activities, Events

1. A student shall not by use of violence force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, intentionally cause the material disruption or obstruction of any school-sponsored, related, and/or sanctioned meetings, activities, events.
2. Neither shall he/she engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any school sponsored, related, and/or sanctioned meeting activity, event if such a disruption or obstruction is reasonably certain to result.
3. Neither shall he/she urge other students to engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any school sponsored, related and/or sanctioned meetings, activities, and events if such a disruption or obstruction is reasonably certain to result from his/her urging.
4. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

R. Detention

1. Detention must be communicated to the student and parents via written notification. This written notification must anticipate the need for at least a twenty-four hour advanced notification to arrange for transportation.
2. Detention responsibilities take precedent over all other before and after school activities.
3. A teacher has the following responsibilities when assigning detention:
 - a. Meet with student and inform him/her of the reason for detention.
 - b. Inform the student in writing of the date, time and location of assigned detention.

4. If, within the established procedures of the discipline policies of the school district, a teacher assigns detention to a student and the student fails to serve that detention, the teacher will make a parent/guardian contact in which:
 - a. The reason for detention is explained.
 - b. The parent's/guardian's cooperation is solicited.
 - c. The parents/guardians are informed that if the detention time is not satisfied by a date determined by the teacher, the student will be referred to the principal for additional disciplinary action.

S. Expulsion/Suspension

1. Suspension is exclusion from school for a period of from one to ten consecutive school days.
 - a. Suspensions may be given by the principal or person in charge of the public school.
 - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - c. The parents/guardian and the superintendent or his/her designee shall be notified immediately in writing when a student is suspended.
 - d. When a suspension occurs, a conference will be held prior to the student being readmitted to the school. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
 - e. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the Pennsylvania School Code.
 - f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments in a timely manner.
 - g. Students will not be permitted to participate in any after school activities during the time of the suspension.
 - h. Students are not permitted on school premises during the time of the suspension.
2. Exclusion is expulsion from school by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
 - a. The following due process requirements are to be observed with regard to the formal hearing:
 - 1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - 2) Sufficient notice of the time and place of the hearing must be given.
 - 3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - 4) The student has the right to be represented by counsel.
 - 5) The student has the right to be present with the names of witnesses

against the student, and copies of the statements and affidavits of those witnesses.

- 6) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - 7) The student has the right to testify and present witnesses on his own behalf.
 - 8) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - 9) The proceedings must be held with all reasonable speed.
3. Suspension of special education students, other than those identified mentally retarded
- a. A school may suspend a special education child, other than those designated as mentally retarded for a maximum of fifteen days during a school year. The suspension period cannot be more than ten consecutive school days. If a child is to be suspended beyond a total of fifteen school days within a school year, it will be considered a pattern so as to be deemed as a change in educational placement. Therefore, a Notice of Recommended Educational Placement must be issued and signed and approved by the parent(s). During the period of suspension the District must conduct a Manifestation Determination and a re-evaluation of the child's educational program. The student's Behavioral Intervention Plan should be reviewed if it exists. If it does not exist, as appropriate, a Functional Behavioral Assessment and Behavioral Intervention services and modifications should be provided, designed to address the behavioral violations so it does not recur.
4. Suspension of students identified as mentally retarded
- a. Any suspension of a child deemed mentally retarded is considered a change of educational placement, therefore a suspension may not occur until a parent signs the Notice of Recommended Educational Placement agreeing to the period of suspension. Furthermore, as with any change in educational placement, a re-evaluation and a Manifestation Determination must be conducted during the suspension period. The student's Behavioral Intervention Plan should be reviewed if it exists. If it does not exist, as appropriate, a Functional Behavioral Assessment and Behavioral Intervention services and modifications should be provided, designed to address the behavioral violations so it does not recur.
5. Suspension of students bringing drugs, weapons, or causing serious bodily injury
- a. When a special education student brings drugs or weapons to the school setting or causes serious bodily injury on the school premises or to or at a school function, the District has the right to place the student in an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability. The District shall issue a Notice of Recommended Educational Placement to the parent informing them of this placement. Within ten days of the forty-five day placement, a Manifestation Determination and a review of the student's Behavioral Support Program will be conducted as part of an IEP team.
6. With all suspensions under ten consecutive days and fifteen cumulative days the District will follow Chapter 12 regulations with the exception of those students who are identified as mentally retarded.

T. Extortion

1. No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence, or fear.
2. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

U. False Fire Alarms Or Tampering With Safety Equipment Or Devices

1. No student shall willfully, maliciously or recklessly tamper with fire alarms, security alarm, fire extinguishers, emergency exit doors, emergency exit lights, hallway mirrors, emergency eye washers, emergency blankets, emergency posters, direction, information, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use.
2. No person shall intentionally and/or recklessly pull, play with, hang on, or otherwise manipulate fire and/or security alarms in any way that interferes with their intended use.
3. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

V. Flag Salute And Pledge Of Allegiance

1. It is the responsibility of every citizen to show proper respect for his/her country and its flag.
 - a. Parents of students who decline to salute and recite the Pledge of Allegiance to the Flag based on personal beliefs or religious convictions must state their objections in writing and submit this to the building principal.
 - b. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
 - c. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
 - d. Students who choose to refrain from such participation shall remain respectfully silent throughout the Flag Salute and the Pledge of Allegiance.

W. Forgery, Alteration or Falsification Of School Communications

1. No student shall knowingly forge, alter, or otherwise falsify any school document or communications.
2. Nor shall any student assist nor procure another to forge, alter, or falsify any school document or communication. Such communications include but are not limited to:
 - a. Passes
 - b. Tardy to school or absent from school excuses
 - c. Early release passes
 - d. Request for temporary absence
 - e. Field trip requests
 - f. Scheduling changes
 - g. Dental or doctor appointments
 - h. Requests for educational trips or tours

- i. Permanent records
- j. Athletic eligibility
- k. Report cards
- l. Interim marking period reports
- m. Computer files
- n. Graded papers
- o. Internet passwords/id's/and/or programs

X. Insubordination

- 1. Students have an obligation to comply with reasonable requests from school officials.
- 2. Any student behavior which undermines the authority of school officials in the conduct of his/her school function will not be tolerated:
 - a. On the school premises during and immediately before or after school hours.
 - b. On the school premises at any time when the school is being used by a school-sponsored group, non curricular-related student group, and/or private non-school person(s) group.
 - c. Off school premises at any school activity, function, or event.
 - d. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately results in adverse affects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to health, safety, or morals of students within the school system.
 - e. Open defiance of authority.

Y. Lighted Objects

- 1. The possession or use of any lighted, burning or ignited objects in any area of the school's buildings is strictly prohibited and may result in a violation of City Ordinance No. 4854 which carries a fine of not less than \$50 nor no more than \$300 and cost of prosecution.
- 2. A violation of said policy will be referred to District Security.

Z. Off School Grounds Property: Any student who, without authorization from the principal and/or his/her designee, is present on school premises and who leaves said premises before the dismissal bell, will be disciplined by the school administration for being off school grounds.

AA. Searches

- 1. In general, the search as actually conducted must be reasonably related in scope to the circumstances which justify the interference (search) in the first place, the objectives of the search and not be excessively intrusive in light of the past history and school record, age and sex of the student and the nature of the infraction. Searches should be no more intrusive than necessary to discover that for which the search was instigated.
- 2. In general, a student may be required to remove his or her shoes, socks, jacket and empty pockets. Also, all external personal items may be searched if deemed necessary. If school officials are convinced that a more intrusive search is required to expose contraband, they should advise the proper law enforcement agency and the student's parent or guardian, as soon as possible, of the grounds for their conclusions. Searches shall be conducted by the principal.

BB. Selling of Merchandise

1. No student, school-sponsored student group, non-school-sponsored student group or other individuals will be permitted to sell merchandise on school premises without the approval of the school principal.

CC. Terroristic Threats

1. A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.
2. Referral to District Security and/or Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

DD. Throwing Objects

1. No student shall intentionally throw, shoot or propel a rock, snowball, stone, brick, or piece of iron, steel or like-metal, or any deadly or dangerous missile, or fire bomb, or other object that may cause harm to a person or physical object during a school related activity or event or at the bus stop.
2. No student shall intentionally throw, shoot, drop or cause to be propelled any solid object from windows or any other location adjacent to a roadway, onto or toward said roadway.

EE. Weapon And Dangerous Instruments

1. A student shall not possess, handle, or transmit any object or a facsimile that can reasonably be considered as a weapon during a school related activity. A weapon is defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury. This rule does not apply to normal school supplies like pencils or compasses, etc. unless such instruments are utilized in such a manner as to reasonably be construed as weapons or dangerous instruments.
2. Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any implement of school transportation will be expelled in excess of one year as subject to Act 26.
3. The Altoona Area School District shall immediately report all incidents involving the possession of a weapon to Altoona Area School District Security, the local law enforcement officials for charges under the Pennsylvania Criminal Code, when deemed necessary by school authorities.
4. The Altoona Area School District shall report to the State Department of Education, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy.
5. Prior to admission and upon registration, parent or guardian must provide a sworn affidavit stating if a pupil was previously expelled or suspended for an offense involving weapons, alcohol or drugs, or/for willful infliction of injury to another person or for any act of violence committed on school property.

FF. Ethnic Intimidation or Name Calling

1. No students shall with malicious intent toward the race, color, religious or national

origin or personal characteristics of another individual or groups of individuals, commit offenses involving danger, coercion, threats, harassment, intimidation, fear or harm to such persons.

2. No students shall, with malicious intent toward the race, color, religious or national origin of another individual or group of individuals, commit offenses involving damage, potential damage, and/or threats of damage to the property of such person(s).
3. Referral to District Security and/or Civil Authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities.

GG. Tobacco

1. The possession and/or use of any tobacco products, by students will not be permitted in school buildings, on school transportation, on school property, owned by, leased by or under the control of the school district.
2. No student may sell or otherwise furnish tobacco in any form to the persons under 18 years of age. All such incidences shall be referred to District Security.
3. A student possessing and/or using tobacco products on school premises shall be suspended in the following manner:
 - a. 1st Offense – 3 Days Out-of-School Suspension
 - b. 2nd Offense – 5 Days Out-of-School Suspension
 - c. 3rd Offense – 10 Days Out-of-School Suspension and a referral to the Assistant Superintendent recommending expulsion.

HH. Smoking

1. Smoking is prohibited at all times in school buildings, on school-furnished transportation and on school property owned, leased or under the control of the school district.
 - a. A violation of said policy will result in a referral to School District Security.
 - b. Smoking, before/after hours, in any enclosed control indoor area owned, leased, or under the control of the school district may be a violation of the Pennsylvania Crimes Code. All such incidences will be reported to School District Security.
 - c. In addition, a student shall be suspended in the following manner:
 - 1) 1st Offense – 3 Days Out-of-School Suspension
 - 2) 2nd Offense – 5 Days Out-of-School Suspension
 - 3) 3rd Offense – 10 Days Out-of-School Suspension and a referral to the Assistant Superintendent recommending expulsion.

II. Drugs/Alcohol

PREFACE: The purpose of any policy must relate to the welfare and well being of individual students, staff members and well being of individual students, staff members and the school population in general. Individuals under the influence of drugs or alcohol may have their mental processes altered, thus impeding their own learning and also may present social and behavioral problems within the school and community. The Altoona Area School District recognizes that the use and abuse of drugs is a serious and difficult problem for an educational system.

STATEMENT OF POLICY: Through the use of appropriate curriculum, classroom activities, Multidisciplinary Team (MDT), strong and consistent administration and

rehabilitative and disciplinary procedures, the Altoona Area School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood-altering substance by the consistent with the philosophy of the Comprehensive Drug and Alcohol Prevention/Intervention Project. All issues regarding possession, distribution, paraphernalia, and use of drugs and alcohol must be reported to the Altoona Area School District Security Office via the AASD Incident Report. All forms of evidence will be turned over to the AASD Security Office.

AS AN EXTENSION of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drugs, mood-altering substance and alcohol related substances.

DEFINITION OF TERMS:

Medical Emergency – The student demonstrates symptoms of possible drug/alcohol overdose, which may include incoherence, inability to respond, vomiting, unconsciousness, etc.

Drugs – Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the Altoona Area School District policy for the administration of medication to students in the school. **This will include look-alike drugs.**

Look-Alike Drugs – Any pill, lozenges, capsule, or other tablet or substance which has been manufactured, or repackaged in the manner so as to appear substantially identical to a prescription or illegal drug, or any other controlled substance, or which is packaged in a manner normally used for the illegal delivery of controlled substances, but contains nonprescription or non-controlled substances.

Drug Paraphernalia – Includes any utensil or item that, in the school's judgment, can be associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls. Substance Abuse concerns will be addressed by the Child Study Team (CST).

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

Possession – To have or hold with no attempt to distribute, any alcohol drug, or mood-altering substance determined to be illegal or as defined by this policy.

Cooperative – Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Child study team (CST).

Uncooperative – Shows resistance of refusal, either verbal, physical, or passive, to comply

with the reasonable request or recommendations of school personnel.

Defiance, assault, deceit, and flight shall also include the refusal to comply with the recommendation of the members of the Child Study Team (CST).

Days – Will refer specifically to school days.

School Property – Shall include actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas and any facility being used for a school function. School property additionally includes student travel to and from school.

School Activity - Shall include student involvement in any curricular or extracurricular activity and encompasses the travel time, the activity itself, and overnight stays. The time period involved in the activity will begin when the student leaves the school property and ends when the student returns home.

Extra-Curricular Activity – Shall include any school-sponsored activity outside the classroom.

1. Medical Emergency – A student demonstrates symptoms of possible drug overdose (incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.
 - a. Immediate Action: The school nurse will be summoned immediately. All standard first aid procedures for medical emergency will be followed. The student is not to be left alone.
 - b. Investigation: The principal will investigate the incident. This may include a search of the student’s desk, locker, and possessions in the presence of the student. Refer to Child Study Team (CST).
 - c. Notification of Parents: It will be the responsibility of the Principal or designee to notify the parents.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
 - e. Disposition of Substance: Not applicable unless student has possession of a substance.
 - f. Discipline/Rehabilitation: Refer to Child Study Team (CST) and the student will abide by their recommendations. If there is evidence of violation, see appropriate situational category.
 - g. Notification of Police: Not applicable unless the safety of the emergency victim or the school population is at risk.
2. Student Inquiry
A student is making an inquiry about or requesting drug-related help or advice from school personnel.
 - a. Immediate Action: Refer to the guidance counselor. Also refer to the Child Study Team (CST). The student shall be fully informed of services that are available, his or her right to receive the service and its confidentiality.
 - b. Confidentiality: Confined to those with a legitimate educational interest as mandated by the School District Confidentiality Policy.
 - c. Disposition of Substance: Not Applicable.

- d. Discipline/Rehabilitation: Refer to Child Study Team (CST). No need for disciplinary action in this situation.
 - e. Notification of Police: Not Applicable.
3. Concern Regarding Possible Use
- The possible drug use of a student is of concern; however, this is no evidence of violation of law or school regulation.
- a. Immediate Action: A teacher may approach a student in regard to behavior, classroom performance, or general health. Students should not be accused of drug use. The teacher shall notify the Principal, school nurse, or counselor to discuss his/her concerns. If possible, an attempt should be made to discuss the situation in a positive light or to refer the student to a counselor, school nurse, or to the Child Study Team (CST) or ESAP.
 - b. Investigation: Data collection by the Child Study Team (CST) or guidance counselor.
 - c. Notification of Parents: Parents will be notified after the investigation if the Child Study Team (CST) feels it is warranted.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
 - e. Disposition of Substance: Not Applicable.
 - f. Discipline/Rehabilitation: The Child Study Team (CST) Referral
 - g. Notification of Police: Not applicable
4. Drug Related Paraphernalia
- A student possesses drug related paraphernalia.
- a. Immediate Action: Confiscate all items; Principal notified.
 - b. Investigation: Principal will search student's desk, locker, possessions, and the student themselves.
 - c. Notification of Parents: Parents will be notified by the Principal or designee.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
 - e. Disposition of Substance: As per policy.
 - f. Discipline/Rehabilitation: Immediate 10 day suspension, Administrative Hearing, and referral to Child Study Team (CST).
 - g. Notification of Police: As per policy.
5. Possession or Suspected Use (First Offense)
- No student shall use, possess or be under the influence of any drug, alcohol or any other controlled substance as defined by the Drug Device and Cosmetic Act.
- a. Immediate Action: Principal summoned. Staff member writes an anecdotal report of the incident and submits it to the principal.
 - b. Investigation: Principal conducts investigation. School nurse becomes involved. Principal will search student's desk, locker, the student, and other possessions in the presence of the student.
 - c. Notification of Parents: Principal will contact parent/guardian and describe the situation.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
 - e. Disposition of Substance: As per policy.
 - f. Discipline/Rehabilitation: Immediate out-of-school suspension for 10 days and a possible Administrative hearing. Referral to Child Study Team (CST) and student will abide by their recommendations.

- g. Notification of District Security: As per policy.
6. Possession or Suspected Use (Repeat Offense) Drug Related Paraphernalia No student shall use, possess or be under the influence of any drug, alcohol or any other controlled substance as defined by the Drug Device and Cosmetic Act.
- a. Immediate Action: Principal summoned. Staff member writes an anecdotal report of the incident and submits it to the principal.
 - b. Investigation: Principal conducts an investigation. School nurse becomes involved. Principal will search student's desk, locker, the student, and other possessions.
 - c. Notification of Parents: Principal will contact parent/guardian and describe the situation.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
 - e. Disposition of Substance: As per policy.
 - f. Discipline/Rehabilitation: Ten (10) day out-of-school suspension, referral to Child Study Team (CST). Formal School Board hearing for expulsion from school can be implemented. Administration will require that condition for the return to school following the expulsion include an assessment by a licensed Drug and Alcohol Clinic and compliance with their recommendations. Readmittance will not be for at least the current semester and may be up to one year.
 - g. Notification of District Security: As per policy.
7. Distribution
No student shall manufacture, deliver, nor possess with intent to deliver, or otherwise be in the process of delivering any drug, alcohol or controlled substance.
- a. Immediate Action: Confiscation of substance. Immediate notification of Principal. Student is detained.
 - b. Investigation: Student questioned. Student's desk, locker, the student, and other possessions will be searched.
 - c. Notification of Parents: Principal will contact the parent/guardian and describe the situation.
 - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy
 - e. Disposition of Substance: As per policy.
 - f. Discipline/Rehabilitation: Referral to Child Study Team (CST) ten (10) day out-of-school suspension. Formal School Board hearing for expulsion from school. A required condition for return from expulsion must be an assessment at a licensed Drug and Alcohol Clinic and compliance with their recommendations. Readmittance may not be for at least the current semester and may be up to one school year.
 - g. Notification of District Security: As per policy.
8. Possession, Distribution, or Use at a School Sponsored Function
No student shall manufacture, deliver, nor possess with intent to deliver, or otherwise be in the process of delivering any drug, alcohol, or controlled substance.
- a. Immediate Action: Group sponsor and Principal will be notified. The student should not be left alone.
 - b. Investigation: Sponsor/Principal will perform a search with the most appropriate adult witness present. An anecdotal report of the incident will be written and submitted to the Principal.

- c. Notification of Parents: Sponsor/Principal will contact the parent/guardian and describe the situation.
- d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. Disposition of Substance: As per policy.
- f. Discipline/Rehabilitation: If there is evidence of violation, see appropriate situational category. Referral to Child Study Team (CST) up to ten (10) day out-of-school suspension. Formal School Board hearing for expulsion from school can be implemented. If a student is expelled, a required condition for return from expulsion must be an assessment at a licensed Drug and Alcohol Clinic and compliance with their recommendations. Readmittance may not be for at least the current semester and may be up to one school year.
- g. Notification of District Security: As per policy.

9. Alcohol Testing – Use of a Breathalyzer

The passive Alcohol Sensor is a device used to check for breath alcohol with or without a subject’s direct participation. It can be used passively to detect alcohol in containers or in enclosed spaces, such as, rooms or locker rooms. IT can be used actively when a subject is asked to speak across the intake part of the device.

Active Test

- a. Where school authorities have individualized reasonable suspicion that a student has consumed alcohol in school, on school property, or at a school-sponsored event, the following steps will occur:
 - 1) The student will be detained for observation and questioning by authorized personnel.
 - 2) The student will be asked to speak/breath across the intake part of the Passive Alcohol Sensor. If the student refuses the test, he/she shall be considered to have failed the test.
 - 3) The student will be informed of the determination of the presence or not of alcohol.
 - 4) If it is determined that the student has consumed alcohol, the Elementary Discipline Policy will be invoked.
 - 5) All test results will be provided to the parents or guardian of the students by the school principal.

VIII. DISCIPLINARY STRUCTURE

If the Elementary Disciplinary Code is to be effective in reducing discipline problems, student behaviors must be placed into categories from minor to major and must be related to appropriate disciplinary responses. Through knowledge of such information, students, parents, and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.

In accordance with the above, disciplinary infractions are categorized into three levels. A sample group of misbehaviors is listed, along with a range of possible disciplinary responses. However, because of the nature of certain infractions, particularly in the most serious category, a specific disciplinary response has been made mandatory.

All examples, procedures, and disciplinary responses are applicable

1. During time spent in travel to and from school.
2. In school or during school hours at school-sponsored activities.
3. In concert with after-school sponsored activities on or off the school premises.
4. During meetings/activities on school premises sponsored by non-school person(s).
5. During non-curricular related student group meetings on school premises.
6. Any time outside of school involving violations/possible violations of the Pennsylvania Criminal Code, and/or when such conduct/conditions may directly and/or immediately result in adverse affects on the educational process, when there is reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness that the effect could include endangering the health, safety, welfare, and morals of students within the school system.

There are a multitude of acts that are not and cannot be precisely spelled out in written regulations of the school district. It is impossible to develop an all-inclusive list of misbehaviors not specifically addressed in the Student Code of Conduct. Such behaviors still would fall within the scope of student misconduct and are subject to disciplinary action as deemed reasonable by school authorities (Section 1318 of the Pennsylvania School Code).

The policies contained in this code will be made available to students, parents and school personnel.

A. **DISCIPLINE/INTERVENTION POLICY**

Goal: To ensure that the learning environment of the Altoona Area Elementary students is healthy and safe, and to provide developmentally appropriate guidance that will result in responsible, self-disciplined citizens.

1. **Level I - Isolated Incidents of Misbehavior:**

(Misbehavior that occurs once or infrequently; the major goal is to teach the child the appropriate behavior)

- a. Misbehaviors for isolated incidents include, but are not limited to the following:
 - 1) Classroom disruption
 - 2) Disrespectful/obscene language/gesture
 - 3) Refusal to cooperate
 - 4) Teasing/Verbal threats/intimidation
 - 5) Being in an unassigned area without permission
 - 6) Lying/forgery
 - 7) Disobedience
 - 8) Stealing
 - 9) Cheating
 - 10) Rudeness
- b. Direct Intervention by Staff Person:
 - 1) Use of clear messages and a firm statement of expectation
 - 2) Warning
 - 3) Immediate Consequences/Anecdotal Record for teacher information
- c. Consequences (Formal):
 - 1) Application of the Classroom Discipline Plan

- 2) Application of Bus/Van or Walker Policy
- 3) Application of Cafeteria Policy
- 4) Application of Building Discipline Policy
- 5) Application of Elementary Athletic Policy
- 6) Application of the Patrol Policy

2. Level II - Chronic or Serious Misbehavior or Irresponsibility:

(Misbehavior that has occurred several times or is serious enough to warrant a Level II action. The goal is to teach the child, through staff and parental intervention, about the seriousness of his/her misbehavior and how to behave appropriately.)

- a. Behavior in this category includes, but is not limited to, the following:
 - 1) Classroom disruption
 - 2) Disrespect/obscene language/gesture
 - 3) Refusal to cooperate
 - 4) Teasing/verbal threats, intimidation
 - 5) Being in an unassigned area without permission
 - 6) Chronic lying/forgery
 - 7) Disobedience
 - 8) Theft
 - 9) Cheating
 - 10) Rudeness
 - 11) Bullying
- b. Direct Intervention by a Staff Person, Building-Based Team, or Principal. (The following interventions may be implemented before imposing consequences.)
 - 1) Conflict Resolution
 - 2) Parent Contact
 - 3) Contracting
 - 4) Behavior Modification
 - 5) Referral to Counselor
 - 6) Student Support Team Referral
 - 7) Mental Health Team Referral
 - 8) Consultation with principal when classroom plan has been exhausted
- c. Formal Actions Issued At the Discretion Of The Teacher Or Principal:
 - 1) Parent notification, detention (one day)
 - 2) Parent conference detention (two days), and rewards withheld
- d. Formal Actions Issued At The Discretion of the Principal:
 - 1) Parent conference, suspension (one to three days), and rewards withheld
 - 2) Parent conference, suspension (three to ten days*), and rewards withheld

*When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

3. Level III - Severe Misbehavior

(These are serious behaviors that endanger self or others; the goal is to maintain a safe, secure, and healthy learning environment. We will utilize all school, community, and legal resources to correct the misbehavior.)

- a. Behavior in this category includes, but is not limited to, the following:
 - 1) Possession of guns, knives, or toy look-alikes

- 2) Continued blatant disrespect/defiance
 - 3) Possession/use of alcohol, tobacco, and other drugs or look-alikes
 - 4) Coming to school under the influence of drugs, alcohol, or tobacco
 - 5) Physical violence with harm and/or intent to harm
 - 6) Bomb threats
 - 7) Out-of-control behavior (acting out)
 - 8) Tampering with fire alarms
 - 9) Theft
 - 10) Vandalism
 - 11) Repeated truancy
 - 12) Bullying
- b. Direct Intervention By Administrator (One or more of the following may be applied):
- 1) Discipline report filed
 - 2) Administrative conference with student
 - 3) Parent notification/involvement
 - 4) Legal action (Some behaviors may lead to legal action and will go directly to the Superintendent, School Board, and/or Police)
 - 5) Referral to counseling, student support team, or mental health team
 - 6) Interventions initiated at discretion to the principal

c. Formal Actions Issued by the Principal

Primary (K-3)

- 1) Physical violence and/or out-of-control behavior (one or more of the following may be applied):
 - a) Parental notification/involvement in direct intervention listed above
 - b) Child sent/taken home. Conferences before child returns to school
 - c) Administrative actions such as suspensions (one to three days; three to five days; or five to ten days*) and rewards withheld

*When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

Intermediate (4-6)

- 1) Suspension (one to three days)
- 2) Suspension (three days), rewards withheld
- 3) Suspension (five days*), rewards withheld
- 4) Suspension (ten days*) rewards withheld
- 5) Suspension (ten days*) rewards withheld and recommendation for expulsion (board hearing)

- d. Special Education Clause (All disciplinary measures reported to Supervisor):
 Special education students present unique disciplinary profiles. Special education students may be able to adhere to the regular education discipline policies; however, only the Individualize Educational Plan developed for each child can determine this capability.

For this reason, each special education disciplinary action will be dealt with on a case-by-case basis with the building principal and the Special Education Supervisor consulting to determine the appropriate action. After such

consultation, all procedures will follow Chapters 14 and 342, which are the Pennsylvania Department of Education Special Education Regulations and Standards.

*When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

Principal's Clause: Discretion will be afforded to the building principal in dealing with severe discipline problems pertaining to all areas. Therefore, the above actions may not necessarily be followed in the order stated when dealing with extreme incidents.

B. DETENTION POLICY

Philosophy:

Elementary education is an important part of a child's development toward the goal of becoming a self-disciplined adult. We are fortunate to have an excellent teaching staff and concerned parents who support this goal. Crucial instruction is interrupted when teachers must deal with multiple inappropriate behaviors. To help the school provide the best possible education in a safe and orderly environment, and to guide the child toward a self-disciplined adulthood, the following Detention Policy has been adopted:

1. Guidelines for Detention:

- a. Detention will be held either before or after school for a period of time as determined by the principal and staff. Detention will be supervised by a professional.
- b. Elementary pupils must have notice given to parents by the teacher 24 hours in advance of the day of detention.
- c. Only authorized school personnel may accompany a child during detention.
- d. A parent/guardian must adhere to the following procedures:
 - 1) Before school detention - parent/guardian or approved adult must accompany the child to the school at the designated time and place of detention.
 - 2) After school detention - parent/guardian or an approved adult must pick up the child at the school at the designated time and place following detention. Failure to do so will result in the child being assigned to the Altoona Area Security Officers or being taken to Police Headquarters if the parent/guardian cannot be located.
- e. Except for the student serving detention, all other students must arrive or depart at the regularly scheduled arrival and dismissal time.
- f. Failure to serve detention could result in one-day suspension with all rewards revoked.
- g. Detention results as a consequence of multiple and/or severe inappropriate behavior; therefore the principal may assign detention without following the sequence of the classroom plan.

2. Behaviors That Could Result In Detention

- a. Multiple violations of the established classroom discipline plan.
- b. Repeated infraction of cafeteria, building, or patrol rules (One-day detention assigned after three notices within the marking period. After that, one day of detention for each disciplinary notice within the same marking period. A fresh start begins with each new marking period.)

- c. Disrespect or obscene language or gestures.
- d. Obscene books, pictures, and/or drawings.
- e. Hitting, kicking, and/or fighting.
- f. Bullying, verbal threats, extortion, etc.
- g. Safety violations - tripping, shoving, jabbing, or stabbing with objects.
- h. Forging parent signature on school documents.
- I. Cheating - classroom tests, homework, changing answers on tests.
- j. Stealing or selling objects for money.
- k. Repeated violation of the dress code.
- l. Disrespect/Insubordination
- m. Other

C. CAFETERIA DISCIPLINE POLICY

1. Expectations:

- a. Follow the directions of the Cafeteria supervisors.
- b. Speak and act respectfully (no fighting, pushing, name-calling, back-talk, screaming, or foul/inappropriate language).
- c. Stay in your seat or line unless given permission to move.
- d. Food is to be eaten (no spitting or throwing food or any other items, no sharing food).
- e. Gum and soda are not permitted.
- f. All food, straws, napkins, and silverware must remain in the cafeteria.
- g. Unnecessary items are not to be brought to the cafeteria (no pencils, pens, textbooks, paper, or toys).

2. Consequences For Inappropriate Behavior: (Applied on a monthly basis):

- a. First Consequence Warning
- b. Second Consequence Warning and Parent Signature
- c. Third Consequence Two days isolation, Parent Signature
Loss of Reward
- d. Fourth Consequence Five days isolation, Parent Signature,
Loss of Rewards, Detention (three days)

3. Severe Clause (This action results from, but is not limited to: fighting, foul/profane language, throwing food, multiple violations. One or more of the following may be applied):

- a. Referral to Student Support Services
- b. Extended cafeteria isolation, loss of rewards
- c. Suspension (one to ten days*) loss of rewards
- d. Principal's Clause - Repeated serious violations may necessitate that the parent or adult of the parent's choice supervise the child during breakfast and lunch.

*When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

D. ELEMENTARY BUS/VAN POLICY

1. **Minor Violations** (Misbehaviors include, but are not limited to, the following:
 - a. Trying to distract the driver's attention.
 - b. Discourteous to and will not obey driver.
 - c. Crowding to door before bus stops.
 - d. Refusing to sit in an assigned seat.
 - e. Discourteous to other students.
 - f. Pushing or jostling when getting on bus/van.
 - g. Throwing articles out of the bus/van.
 - h. Standing or changing seats while bus/van in motion.
2. **Consequences for Minor Violations:**
 - a. First Consequence Warning by the driver. Principal notified. Teacher/student conference.
 - b. Second Consequence Warning and Written report by driver to school. Principal violation and Transportation Supervisor notified.
 - c. Third Consequence Five-day suspension of bus riding privileges. Parent notification by the Principal. Same as that for Major Violation of Conduct.
3. **Major Violations** (Misbehaviors include, but are not limited to, the following):
 - a. Smoking or use of tobacco in any form.
 - b. Destroying bus property. Also submit Vandalism Report.
 - c. Throwing objects in the bus/van.
 - d. Fighting on bus/van or at bus stop.
 - e. Striking matches or lighted firecrackers.
 - f. Swearing.
 - g. Throwing snowballs or other objects at the bus/van or passengers.
4. **Consequences for Major Violations:**
 - a. First Consequence A suspension of bus riding privileges. Parent notification by the Principal. To be determined by principal, not to exceed 5 days.
 - b. Second Consequence A suspension of bus riding privileges. Parent notification by the Principal. To be determined by principal, not to exceed 30 days.
 - c. Third Consequence A suspension of riding privileges for remainder of school year.

E. ELEMENTARY WALKER POLICY

1. **Minor Violations** (Misbehaviors include, but are not limited to the following):
 - a. Running.
 - b. Arriving at school more than five minutes early.
 - c. Being consistently late.
 - d. Failure to follow correct route.
 - e. Refusal to listen or follow the patrol/school guard's directions.
 - f. Walking in the street.
 - g. Crossing without permission.
 - h. Throwing snowballs or any other object.
 - i. Failure to proceed between home and school in a timely manner.

2. **Consequences for Minor Violations:**
 - a. First Consequence Teacher/student conference.
 - b. Second Consequence Teacher/student conference.
Parent signature.
 - c. Third Consequence Principal conference. Same as major violation.
3. **Major Violations** (Include, but are not limited to the following):
 - a. Fighting.
 - b. Smoking or substance use.
 - c. Chewing snuff/tobacco.
 - d. Destroying property.
 - e. Any act which endangers the health or safety of self or others.
4. **Consequences for Major Violations** (One or more of the following may be applied):*
 - a. Conference with the principal.
 - b. Conference with the principal and parents.
 - c. Loss of rewards (assembly, films, field trips, patrol, etc.)
 - d. Detention.
 - e. Suspension.

*Consequences are dependent upon the severity of the student's behavior and may not necessarily follow the step-by-step procedures listed above.

F. **ELEMENTARY BUILDING CONDUCT POLICY**

1. **Assemblies** (Misbehaviors include, but are not limited to, the following):
 - a. Booing.
 - b. Whistling.
 - c. Stomping of feet.
 - d. Talking or disruption during presentations.
 - e. Hitting/touching, harassing other students.
2. **Lavatories** (Misbehaviors include, but are not limited to, the following):
 - a. Intentionally clogging toilets and/or sinks.
 - b. Failure to place paper towels in the trash can after washing hands.
 - c. Failure to turn off water.
 - d. Roughhousing, climbing, or writing on walls.
 - e. Throwing objects within the lavatory or out to the lavatory windows.
 - f. Defacing school property.
3. **General School Rules:**
 - a. Parents requesting early dismissal must send a note for principal approval prior to the dismissal.
 - b. Individual students will not be dismissed early unless accompanied by a parent, guardian, or approved designee. Identification will be requested.
 - c. Walkers must go straight home unless a note is submitted to the office indicating a change of the student's normal route home.
 - d. Gum chewing is not permitted anywhere during the school day.
 - e. Students are to be quiet and polite in classrooms, hallways, and on stairs.
 - f. Respect, consideration, and politeness must be shown to all adults and classmates.
 - g. Running in halls, jumping on stairs, and sliding on railings is strictly prohibited.

- h. Shoe laces are to be tied at all times.
- I. Clothing which depicts inappropriate pictures or language is not permitted.
- j. Students will keep to the right when passing through the halls and stairwells.

4. Consequences For Violation Of Building Rules:

- a. Application of the classroom discipline plan.
- b. Application of consequences identified under Level I, II and III (Incidents of Misbehavior).*

*Consequences are dependent upon the severity of the student’s misbehavior and may not necessarily follow the step-by-step procedures listed.

G. SCHOOL SAFETY PATROL POLICY

Administrative Support:

The approval, support, and encouragement by school authorities is an important part of the Safety Patrol Program. The School Superintendent has the leadership role in determining Safety Patrol policy. The principal of each school must provide assistance by following through with the administrative details that are required for maintenance of the program. The Principal should work with the faculty advisor regarding the selection and training of the patrols.

The Board of directors is empowered to organize school safety patrols and, with the permission of the parents, to appoint pupils as members thereof for the purpose of influencing and encouraging the other pupils to refrain from crossing public highways at points other than a regular crossing, and for the purpose of directing pupils not to cross highways at times when the presence of traffic would render the crossing unsafe. (Section 510 - School Code).

1. Function: It is important to clarify what the functions of the School Safety ARE and ARE NOT.

- a. A patrol is to help instruct, direct, and control the members of the student body in crossing the streets/highways at or near the school.
- b. A patrol is to help instruct, direct, and control students at the bus/van stops and on the bus/van itself.
- c. A patrol is to assist with the monitoring of safety practices by the students while in the building or on the school grounds.
- d. A school patrol is expected to be alert and on the job whether working alone, with a partner, or with the school crossing guard.
- e. Patrols do not stop cars. Only the school crossing guards or the police are permitted to stop cars.
- f. The bus/van driver will direct students as to when they may exit or enter the bus/van and when to cross the street.

2. Selection:

- a. Patrol members will be selected from the 5th and 6th grades by the Principal and the Patrol Sponsor, with input from the instructional staff.
- b. Patrol service is voluntary; a recommended candidate for Safety Patrol may decline to serve.
- c. All patrols must submit a signed Application Form indicating written consent from their parents/guardians in order to serve.
- d. All patrols must complete the training provided by the Principal and faculty advisor.

- e. Selection for Safety Patrol will be based on the following qualities:
 - 1) Leadership
 - 2) Reliability
 - 3) Punctuality
 - 4) Courtesy
 - 5) Respect
 - 6) Does not exceed authority
 - 7) Good attendance
 - 8) Interest in traffic safety
 - 9) Extends service to others
 - 10) Follows rules

3. Rules:

- a. Wear your belt and badge while on duty.
- b. Take care of your equipment.
- c. Report to your station on time. The Principal or faculty advisor will assign the post and designate the time.
- d. Be alert at all times.
- e. Know the safety rules for walkers and bus/van students.
- f. Be fair and firm with students, without exceeding your authority.
- g. Be courteous and polite at all times. Remember to treat others as you would like to be treated.
- h. Set an example for others by modeling good school citizenship.
- i. Maintain good attendance.
- j. Classroom grades must be kept up to the standards set by the classroom teacher.

4. Consequences For Violations Of Safety Patrol Rules:

- a. First Consequence Warning
- b. Second Consequence One-week patrol suspension, parent/guardian signature
- c. Third Consequence Two-week patrol suspension, parent/guardian signature
- d. Fourth Consequence Expulsion from Safety Patrol (no benefits, awards or patrol trips)
- e. Severe Clause Immediate expulsion from patrol (no benefits, awards, patrol trips)*

*Consequences are dependent upon the severity of the student's behavior, and may not necessarily follow the sequence listed above.

APPENDIX A

GLOSSARY OF TERMS

The Altoona Area School District shall recognize the following definitions as a guide for a clarification of terms:

abusive: insulting or offensive

accumulated: build-up, pile-up, amass

alter: change

appearance: outward look or dress

appropriately: applicable

arson: starting a fire or causing an explosion

assault: any willful attempt to terrorize, harass, verbally and/or threaten to inflict injury upon the person of another, when coupled with an apparent present ability to do so and/or any intentional display of force such as would give the victim reason to fear or expect bodily harm

attempt: an intent combined with an act falling short of the thing intended. It may be described as an endeavor to do an act, carried beyond mere preparation, but short of execution

authority: the right to govern, control or demand

battery: any unlawful application of force to the person of another

bullying: (as per Board Policy #5044R)

cause in fact: the particular action that produces an event and without which would not have occurred

cheat: mislead, defraud, swindle or to practice deception or trickery

coercion: can be mental as well as physical and means the constrained obedience, or submission of an individual or group in a manner that compels one to act against one's own will

confirmation: written proof

conform: comply

consequence: result, outcome, derivative

continuous: uninterrupted, unbroken, regular, persistent

copy: student copying from the work of another student

cross examination: the questioning of a witness in a hearing by the party on the opposing side

custodial: protective, watchful or defensive

damage: willfully injuring, mutilating, defacing, destroying, or impairing the use of any property in which another has an interest without the consent of such other person. This term shall include direct damages, that is, those that follow immediately upon the act done and consequential damages, that is, those that do not flow directly and immediately from the act of the party, but only from some consequences or results of such act

days: days as used in this policy for discipline shall mean student days of attendance as listed in the Board adopted calendar for the school year unless otherwise specified

defamation: that which tends to injure one's reputation in the popular sense: to diminish the esteem, respect, goodwill, or confidence in which a person is held, or to excite adverse, derogatory, or unpleasant feelings or opinions against a person

deliberate: with premeditation, willfulness and/or purposefulness

destruction: ruin, demolish

detention: keeping the student before/after school hours

detrimental: harmful

disrespectful: impolite, rude, or discourteous

disruption: to engage in behavior or actions that cause disorder, confusion or the unsettling of normal conditions in a contemptuous, rowdy, mischievous, prankish, improper, disrespectful, discourteous, and/or unsanctioned manner

exceptional student: mentally retarded, socially and emotionally disturbed, learning disabilities, brain damaged, hearing impaired, visually impaired, physically handicapped, speech and language impaired, severely multihandicapped

excessive: greater than what is usual or proper

exclusion: expulsion from school for more than ten days for violation of established school rules

excuses: reasons, justification

expression: communication by written word, visual images, auditorily or through symbolic speech, Minor violations are generally classified as student to student with major violations generally constituting some action directed toward an adult or any district employee

extortion: the obtaining of property from another induced by wrongful use of actual or threatened force, violence, or fear

fear: the apprehension of harm to ones person and/or property

falsify: fabricate or misrepresent

fighting words: those that by their very utterance inflict injury or tend to incite an immediate breach of peace

force: the vigor utilized in an unlawful or wrongful action. In excess, the term means it's use beyond the need of the circumstances of the particular event or which is not justified in the light of all the circumstances

forgery: to copy, reproduce, or duplicate

gambling: to plan, or game, for money or other stakes

harass or harassment: words, gestures and actions that tend to annoy, alarm and/or verbally abuse another person. These may include but are not limited to such practices as:

(1) Making a telephone call without purpose of legitimate communication, (2) Insults, taunts or challenges to another in a manner likely to provoke a violent or disorderly response, (3) Making repeated communications anonymously or at extremely inconvenient hours, or in offensively coarse language, (4) Subjecting another to an offensive touching, or, (5) Engaging in any other course of alarming conduct serving no legitimate purpose

hearing: Formal – School Board and/or their designee(s), where the student, parents, and administrators are expected to attend. Informal – a conference scheduled by the administrator(s) where the student and/or parent are expected to attend

illegal: against or not authorized by law

immediately: without delay; prompt

impersonation: someone other than the student takes an examination or conducts research in such a manner that the student gets the grade or mark

insubordinate: disobedient or defiant

intentionally: determination to act in a certain way or to do a certain thing. It also refers to a person's contemplation of any results of their actions whether he/she desires these results or not

intimidation: fear arisen from the willful conduct of the accused

irregular: improper, insufficiently reason of departure from a prescribed course

liberty interest: includes a person's good name, reputation, honor, or integrity

limited open forum: when a public school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time

material or materially: to affect to an important extent

meeting: includes assemblies or gatherings of noncurricular student groups which are permitted under a school's limited open forum and are not directly related to the school curriculum

major: consequential, significant, considerable, or substantial

minor: insignificant, inconsequential or dinky

noise: the sound of any kind that causes an unnecessary disturbance in the school or classroom, especially when loud and disruptive to the orderliness of the school or classroom

noncompliance: not conforming or adhering to rules or regulations

noncurriculum related student group: any student-initiated group that is not identified in the current Extra Day Stipends section of the Altoona Area Educational Associations' Professional Agreement

nondefiant: not challenging, bold, impudent, or contemptuous

noninstructional time: time set aside by the school before actual classroom instruction begins (8:10—9:00, 8:00—8:20 A.M.) or after actual classroom instruction ends (2:50—3:30, 3:30—3:40 P.M.)

nonschool person: any individual who is not currently enrolled as a student in the Altoona Area School District

notification: inform

obligation: duty, responsibility

obstruction: to delay, impede, or hinder

obscene: objectionable or offensive to accepted standards of decency

obtaining improper access to answers or questions: when the examinee has access to the questions ahead of time or obtains the answers improperly during or before the examination or assignment

order or orderly: the peaceable, regular, quiet, systematic, unconfused and normal arrangement of the school environment

out-of-school suspension: student shall not report to school for any classes or activities for a specified period of time. The student is required to be at home during normal school hours, should be keeping up with his/her assignments and is not permitted participation/attendance at any extra-curricular activities

overflow: any activities or group business that runs parallel to, in concert with, prior to and/or after the regularly scheduled noncurricular group meeting

paraphernalia: apparatus or equipment designed or intended for particular use such as tobacco pipes, roach clips, and other items normally utilized for consumption of controlled substances

passive resistance: to defiantly employ subtle measures to prevent the execution of an execution of an endeavor and/or to disrupt the school and/or the classroom by failing to cooperate and follow instructions in a reasonable manner

possession: open, visible, use or as the owned having direct control over a thing at a given time

probation: revoking of privileges and restricting of extracurricular activities for a period of time not less than forty-five school days

promote: improve, make better

pedacycle: a vehicle propelled solely by human powered pedals

personal: done by oneself, not a representative or representation

property interest: encompasses those individual interests that are created by the state statutes and rules entitling all citizens to a certain benefit

premises: the land and buildings owned and/or operated by the school district

private outside group: any authorized nonschool related group utilizing school facilities

private property: belonging to private individuals

privilege: a special favor

public property: general public domain, a place where the public has an interest

reasonable: rational or suitable under the circumstances

reasonably: logically or likely

recklessly: conscious disregard for an unjustifiable risk that will result from some action. This disregard involves a gross deviation from the standard conduct that a law-abiding person would display

regular attendance: attending school for full days on each day school is in session

reprimand: verbal and/or written censure for violation

school official or school authority: properly authorized school district employee

school sponsored: the promoting, leading or participating in an activity/event

self-defense: the protection of one's person or property against some imminent danger where such must be instantly met, such as cannot be guarded against by calling for assistance of others or the protection of authorities, where if the existing circumstances remain unchanged injury is reasonably certain, and where the defendant does not provoke difficulty and there is impending peril without a reasonable mode of escape. The use of force against an aggressor must be reasonable in its degree, i.e. it is never reasonable to use deadly force against a non-deadly attack when the imminent danger has been reduced or is no longer present the use of force by the defendant ceases and desist immediately

sexual harassment: (per Board Policy #3003R3).

socially acceptable behavior: standard, unobjectionable, norms of approved conduct

sponsorship: includes the act of promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting

steal: the commission of theft, that is, the taking and/or carrying away of personal property of another without the consent of the owner

student-initiated: that students themselves are seeking permission to meet and will direct and control the meeting. It means that neither a teacher or other employee of the school nor the school itself is initiating the meeting. Furthermore, non-school persons may not direct, conduct, control or attend school meetings

suspension: exclusion from school for an offense for a period of up to ten school days tardy: late, not punctual

theft: taking of property without the owner's consent

threat or threaten: a verbal or nonverbal communication of intent to inflict physical or other harm on any person(s) or on property

terrorize: to cause alarm, fright or dread. It is the state of mind induced by apprehension of hurt from some hostile or threatening event or manifestation

terrorist threat: threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

traffic way: the entire width between property lines, or other boundary lines of every way or place of which any part is open to the public, for purposes of vehicular travel as a matter of right or manifestation

truancy: being absent without leave

unauthorized: illegal, wrongful, forbidden, or prohibited

unexcused: not authorized, unacceptable

vandalism: willful or ignorant destruction of property

verbally abusive: to orally menace, especially any menace of such a nature and extent as to unsettle the mind of the person on whom it operates

violence: the exertion of any physical force so as to injure, damage or abuse. It also includes picketing conduct with misleading signs, false statements or threats by word or action

walkout: an organized withdrawal from school as a form of protest or expression

ELEMENTARY SCHOOL LEARNING AGREEMENT

VISION STATEMENT

We envision that Elementary will be a safe and secure place in which our students will learn. The staff, parents, and the community will work collaboratively to nurture a positive and productive learning climate for all students. Students will be encouraged and taught to solve problems and make decisions that benefit themselves and others. Student achievement will be assessed continually to monitor progress. Teachers and students will be held accountable to high standards, not only academically, but in conduct as well. Elementary students will be encouraged to be responsible, respectful, self-disciplined members of the community.

❖ As a staff member of Elementary, I will:

- ✓ Ensure a safe learning environment for your child.
- ✓ Provide innovative instruction and strategies to meet the ability of all students
- ✓ Created child-centered classrooms where students are actively engaged in learning.
- ✓ Utilize technology across the curriculum to prepare students for the 21st century.
- ✓ Collaborate with other staff members to help facilitate grade level and school-wide activities.
- ✓ Partner with parents in their child's education.
- ✓ Support the students and help them follow the traits listed in the Elementary School Pledge (printed on back)

❖ As a parent/guardian of a student at Elementary School, I/we will:

- ✓ Provide a supportive environment at home by monitoring completion of homework through a homework notebook, limiting TV time and reading daily with my child.
- ✓ Make a sincere effort to volunteer or participate in school related activities during or after school hours, including attending PTO meetings and other academic functions.
- ✓ Cooperate with the staff by supporting the discipline plan of the classroom, school and the district.
- ✓ Stress good attendance as a priority for your family.
- ✓ Attend all scheduled conferences.
- ✓ Ensure my child will follow the established school district dress code policy.
- ✓ Support my child(ren) and help him/her demonstrate the character traits stated in the School Pledge (printed on back).

❖ As a student of _____ Elementary, I will:

- ✓ Be responsible for my behavior.
- ✓ Complete all assigned work and project assignments on time and to the best of my ability.
- ✓ Make efforts to earn passing grades in all subjects.
- ✓ Come to school every day unless I am sick.
- ✓ Arrive at school on time.
- ✓ Obey school rules.
- ✓ Follow the established dress code.
- ✓ Demonstrate the character behaviors, on a daily basis, that are listed in the School Pledge (printed on back).

Please sign below if you agree to support this "LEARNING AGREEMENT"

Staff: _____

Parent/Guardian: _____

Student: _____

Date: _____

 ALTOONA AREA SCHOOL DISTRICT
 _____ ELEMENTARY

Level I – Isolated Incidents of Misbehavior

Student's Name _____ Grade _____
 Teacher _____ Date _____

REASON FOR DISCIPLINARY NOTICE:

- | | |
|--|--|
| <input type="checkbox"/> Classroom Disruption | <input type="checkbox"/> Disobedience |
| <input type="checkbox"/> Disrespectful/Obscene language or gesture | <input type="checkbox"/> Lying/Forgery |
| <input type="checkbox"/> Refusal to Cooperate | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Teasing/Verbal Threats/Intimidation | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> Being in Unassigned Area without Permission | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Other _____ | |

EXPLANATION (if applicable)

DIRECT INTERVENTION PRIOR TO NOTICE

- | | |
|---|--|
| <input type="checkbox"/> Use of Clear Messages, Warning | <input type="checkbox"/> Teacher/Parent Conference |
| <input type="checkbox"/> Teacher/Student Conference | <input type="checkbox"/> Consulted Counselor |
| <input type="checkbox"/> Changed Student's Seat | <input type="checkbox"/> Other |

FORMAL ACTIONS:

Disciplinary Notice Issued: 1st 2nd 3rd Marking Period

*Please Sign And Return Form to School

Signatures:

Teacher(s) _____
 Parent _____
 Student _____

Level II – Chronic Incidents of Misbehavior

Student's Name _____
 Teacher _____

Grade _____
 Date _____

REASON FOR DISCIPLINARY NOTICE:

- | | |
|--|--|
| <input type="checkbox"/> Classroom Disruption | <input type="checkbox"/> Disobedience |
| <input type="checkbox"/> Disrespectful/ Obscene language or Gesture | <input type="checkbox"/> Lying / Forgery |
| <input type="checkbox"/> Refusal to Cooperate | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Teasing/Verbal Threats/Intimidation | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> Being in Unassigned Area without Permission | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Walker Violation | |

EXPLANATION (if applicable)

DIRECT INTERVENTION PRIOR TO NOTICE:

- | | |
|---|---|
| <input type="checkbox"/> Principal/parent conference | <input type="checkbox"/> Referred to Principal |
| <input type="checkbox"/> Referred to Counselor | <input type="checkbox"/> Referred to Mental Health Team |
| <input type="checkbox"/> Referred to Student Support Team | <input type="checkbox"/> Other _____ |

FORMAL ACTIONS: (Principal's or Teacher's Discretion)

- Parent notification and detention (one day)
- Parent conference, detention (two days), and rewards withheld

FORMAL ACTIONS: (Principal's Discretion)

- Parent conference, suspension (one to three days), and rewards withheld
- Parent conference, suspension (three to ten days), and rewards withheld

*** When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.**

Please Sign And Return This Form to School

Signatures: Principal _____
 Teacher _____

Parent _____
 Student _____

Level III – SEVERE INCIDENTS OF MISBEHAVIOR – PRIMARY/INTERMEDIATE

Student’s Name _____ Date of Disciplinary Notice _____
 Date(s) of Suspension _____ Date Student is Readmitted _____
 Teacher _____

REASON FOR DISCIPLINARY NOTICE:

- ___ Possession of guns, knives, or toy look-alikes
- ___ Out of control behavior, acting out
- ___ Continued blatant disrespect/defiance
- ___ Theft
- ___ Possession/use of alcohol, tobacco, and other drugs or look-alikes
- ___ Vandalism
- ___ Repeated Truancy
- ___ Coming to school under the influence of drugs, alcohol or tobacco
- ___ Bomb Threats
- ___ Physical violence with harm or intent to harm
- ___ Tampering with fire alarm
- ___ Other _____

EXPLANATION (If Applicable) _____

DIRECT INTERVENTION:

- ___ Suspension (one to three days), rewards withheld
- ___ Suspension (three to five days), rewards withheld
- ___ Suspension (five to ten days), rewards withheld

*When suspension exceeds three school days, the student and the parent shall be given the opportunity for an informal hearing.

Please Sign and Return Form to School

Signatures:
 Principal _____
 Teacher _____
 Parent _____
 Student _____

Copy: Assistant Superintendent, Elementary

LEVEL III – SEVERE INCIDENTS OF MISBEHAVIOR

Student's Name _____ Date of Discipline Notice _____
 Date(s) of Suspension _____ Date Student is readmitted _____
 Teacher _____ Grade _____

REASON FOR DISCIPLINARY NOTICE:

- ___ Possession of guns, knives, or toy look-alikes
- ___ Out-of-control behavior, acting out
- ___ Continued blatant disrespect-defiance
- ___ Theft
- ___ Possession/use of alcohol, tobacco, and other drugs or look-alikes
- ___ Physical violence with harm or intent to harm
- ___ Tampering with fire alarms
- ___ Vandalism
- ___ Repeated truancy
- ___ Bomb Threats
- ___ Other _____

EXPLANATION (if applicable)

DIRECT INTERVENTIONS:

- ___ Date of Student Conference
- ___ Date referred to Counselor
- ___ Date of Legal Action (Involvement of the Superintendent, School Board, and/or Police)
- ___ Other _____
- ___ Date of Parent Conference
- ___ Date Referred to Student Support Team
- ___ Date Referred to Mental Health Team

FORMAL ACTIONS:

- ___ Suspension (one to three days), rewards withheld
- ___ Suspension (three to five days), rewards withheld
- ___ Suspension (five to ten days), rewards withheld

*When suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

Please sign and return form to school

Signatures:
 Principal _____
 Teacher _____
 Parent _____
 Student _____

Copy: Assistant Superintendent, Elementary

**CAFETERIA NOTICE OF MISBEHAVIOR
ELEMENTARY EDUCATION**

Altoona Area School District

Student's Name _____

Grade: _____

Teacher _____

Date: _____

YOUR CHILD BROKE THE FOLLOWING RULE (S):

- ___ Follow the directions of the cafeteria supervisors.
- ___ Speak and act respectfully (**No** fighting, pushing, name-calling, back talk, screaming, or foul/inappropriate language).
- ___ Stay in your seat or line unless given permission to move.
- ___ Food is to be eaten (**No** spitting or throwing food or any other item, No sharing food).
- ___ Gum, soda, and meals, or items from fast-food restaurants are not permitted.
- ___ All food, straws, napkins, and silverware must remain in the cafeteria.
- ___ Unnecessary items are not to be brought to the cafeteria (**No** pencils, pens, textbooks, paper, or toys).

EXPLANATION (If applicable): _____

Consequences for Inappropriate Behavior: (Applied on a monthly basis)

- ___ 1st Action **Warning**
- ___ 2nd Action **Warning and Parent Signature**
- ___ 3rd Action **Two Days Isolation, Parent Signature, Loss of Reward**
- ___ 4th Action **Five Days Isolation, Parent Signature, Loss of Reward, Detention (3 days)**

SEVERE CLAUSE: This action results from, but is not limited to: Fighting, Foul/Profane Language, Throwing Food, Multiple Violations.

- ___ Referral to student support services
- ___ Extended Cafeteria Isolation

- ___ Suspension (one to ten days*)
- *If suspension exceeds 3 days, parent & student are given opportunity for an informal hearing.

PLEASE SIGN BELOW AND RETURN THIS FORM TO SCHOOL:

Signatures:

Principal _____

Cafeteria Employee: _____

Parent _____

Student _____

ALTOONA AREA SCHOOL DISTRICT
ELEMENTARY

BUS/VAN DRIVER STUDENT VIOLATION REPORT

School _____ Principal _____ Date _____
Student _____ Grade _____
Driver _____ Bus No. _____ Van No. _____

MINOR VIOLATION:

Driver: Indicate number of times violation has occurred. _____ 1st Offense: Warning by driver; Principal notified
_____ 2nd Offense: Warning and written report by driver to school. Principal and Transportation Supervisor notified
_____ 3rd Offense: Same as that for Major Violation of Conduct

- 1. Trying to distract driver's attention _____
- 2. Disrespect/disobedience to the driver _____
- 3. Pushing/shoving getting on/off the bus/van _____
- 4. Refusing to sit in assigned seat _____
- 5. Discourtesy/harassment of other students _____
- 6. Throwing objects out of bus/van _____
- 7. Standing or changing seats while the bus/van is moving _____
- 8. Refusing to listen to patrols _____

MAJOR VIOLATION:

Driver: Indicate number of times violation has occurred. _____ 1st Offense: 5-day suspension. Parents notified by Principal. Pass presented to driver to re-enter bus/van.
_____ 2nd and Subsequent Offenses: Same procedure as for first except suspension is for one month
_____ Severe Clause: Permanent suspension from bus/van.

- 1. Smoking/Using tobacco in any form. _____
- 2. Destroying bus property (Submit vandalism report) _____
- 3. Throwing objects inside bus/van. _____
- 4. Fighting on bus/van or at the bus stop. _____
- 5. Striking matches or lighting firecrackers. _____
- 6. Cursing/foul language. _____
- 7. Throwing snowballs/objects at bus/van or passengers _____
- 8. Other _____

REMARKS: If applicable.

ALTOONA AREA SCHOOL DISTRICT
ELEMENTARY

SCHOOL WALKERS – REPORT OF VIOLATIONS

Student _____ Grade _____

Teacher _____ Date: _____

Minor Violations (Misbehaviors include, but are not limited to the following):

- ___ Running
- ___ Arriving at school more than five minutes early
- ___ Being consistently late
- ___ Failure to follow correct route
- ___ Refusal to listen or follow the patrol/school guard directions
- ___ Walking in the street
- ___ Crossing without permission
- ___ Throwing snowballs or any other object
- ___ Failure to proceed between home and school in a timely manner
- ___ Use of foul/inappropriate language
- ___ Other

Consequences for Minor Violations:

- ___ 1st Offense: Teacher/student conference
- ___ 2nd Offense: Teacher/student conference. Parent signature
- ___ 3rd Offense: Principal conference and parent notification and signature.
- ___ 4th Offense: Same as for a major violation

Major Violations (Include, but are not limited to, the following):

- ___ Fighting
- ___ Smoking or substance use
- ___ Chewing snuff/tobacco
- ___ Destroying property
- ___ Any act which endangers the health or safety of self or others

EXPLANATION (if applicable)

Consequences for Major Violations: (One or more of the following may be applied):*

- ___ Conference with the principal and parents
- ___ Detention
- ___ Loss of rewards (Assembly, videos, field trips, patrol, etc)
- ___ Suspension

***Consequences are dependent upon the severity of the student’s behavior and may not necessarily follow the step procedures listed above.**

Please sign and return this form to school:

Principal _____ Teacher _____
Parent _____ Student _____

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