

## Table of Contents

<b>FORWARD</b> .....	<b>2</b>
<b>STUDENT CODE OF CONDUCT</b> .....	<b>3</b>
<b>CONSEQUENCES OF INAPPROPRIATE BEHAVIOR</b> .....	<b>4</b>
DETENTION .....	4
IN-SCHOOL SUSPENSION (ISS) .....	4
OUT-OF-SCHOOL SUSPENSION (OSS) .....	4
ALTERNATIVE EDUCATION PLACEMENT .....	4
ACTIVITIES SUSPENSION .....	4
PARTICIPATION IN GRADUATION CEREMONY .....	5
SPECIAL NEEDS STUDENTS .....	5
<b>TYPES OF VIOLATIONS</b> .....	<b>5</b>
TYPE “A” VIOLATIONS – Steps of discipline .....	5
TYPE “B” VIOLATION – Steps of discipline.....	5
TYPE “C” VIOLATIONS – Steps of discipline.....	6
<b>INFRACTIONS</b> .....	<b>6</b>
BEHAVIOR ON SCHOOL BUSES.....	6
CELL PHONES AND OTHER ELECTRONIC DEVICES .....	7
CONTROLLED SUBSTANCE (DRUGS AND ALCOHOL).....	7
DISRUPTION OF NORMAL SCHOOL OPERATIONS, OTHER THAN FIGHTING. ....	7
DISTRIBUTION OF LITERATURE.....	7
DRESS GUIDE.....	7
DRUG AND ALCOHOL POLICY .....	8
FIGHTING.....	8
FLAGRANT DISRESPECTFUL BEHAVIOR TOWARD ANY MEMBER OF THE STAFF. ....	8
GUIDELINES FOR SCHOOL DRESS: .....	8
INAPPROPRIATE HALLWAY BEHAVIORS .....	9
LEAVING THE BUILDING WITHOUT PERMISSION; CUTTING SCHOOL.....	9
INTERNET/NETWORK USE .....	9
LUNCH PERIOD .....	9
SCHOOL OR BUS VANDALISM .....	10
SEXUAL HARASSMENT.....	10
SKIPPING CLASSES .....	11

STEALING.....	11
STUDENTS LEADING OR INCITING OTHERS TO PARTICIPATE IN UNAUTHORIZED MEETINGS AND/OR OTHER ACTIONS .....	11
TOBACCO USE and/or POSSESSION (Look alike products included).....	12
VIOLENCE OR AGGRESSIVE BEHAVIOR DIRECTED TOWARD ANY PERSON ON SCHOOL DISTRICT PROPERTY .....	12
WEAPONS POLICY AND PROCEDURES .....	12
ALL OTHER INAPPROPRIATE ACTIONS .....	14
<b>RELATED ITEMS .....</b>	<b>14</b>
ACCEPTABLE USE POLICY .....	14
ATHLETES’ CONDUCT.....	17
ATHLETES’ DRESS REQUIREMENTS.....	17
ATTENDANCE.....	17
Attendance Procedures.....	19
Cumulative Absences: .....	19
<b>Excused Absences Include:</b> .....	19
<b>Medical Excused Absences:</b> .....	19
<b>Unexcused/Unlawful Absences Include:</b> .....	19
Non-Cumulative Absences: .....	19
Educational Field Trip/Vacation Policy: .....	20
Compulsory Attendance Law: .....	20
FACULTY AUTHORITY .....	21
LOCKERS .....	21
PERSONAL VALUABLES AND MONEY IN SCHOOL BUILDINGS .....	21
RESPONSIBILITY FOR SCHOOL PROPERTY .....	21
STUDENT DISCIPLINE RECORD .....	21
ACT 26.....	22
<b>PARENT CONFERENCE FORM .....</b>	<b>25</b>

Revised 06/20/2018

Chestnut Ridge School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, sex, disability and/or possession of a GED as opposed to a high school education in its activities, programs, or employment practices as required by Title VI and Title VII of the Civil Rights Act, Pennsylvania Human Relations Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. For information regarding civil rights or grievance procedures, contact the appropriate building principal or the Civil Rights Coordinator for Title IX, Chestnut Ridge School District, 814-839-4195. For information regarding services, activities, and facilities that are accessible to and usable by disabled persons, contact the Director of Special Education, Chestnut Ridge School District, 814-839-4195.

# FORWARD

Welcome to the Chestnut Ridge School District Unified Student Discipline Handbook

The rules presented here reflect the best efforts of the strategic planning committee, school board, the school administration, faculty, community and the student body. Our goal in designing rules and consequences for grades K-12 in one booklet was to help students and parents better understand and support the discipline system at Chestnut Ridge.

Our united goal is that each student develops self-discipline, and that these guidelines will provide a basis for that development. With this goal in mind, the school rules will be rigorously enforced.

## **MISSION OF CHESTNUT RIDGE SCHOOL DISTRICT**

Inspiring and empowering our students for the ever-changing world

## **VISION OF CHESTNUT RIDGE SCHOOL DISTRICT**

CRSD envisions an atmosphere of excellence that includes:

- Sound leadership
- Community involvement/Positive school climate
- High professional standards
- College and career readiness as well as life-long learning

## **TO THE PARENTS AND STUDENTS**

Education is a cooperative enterprise. It requires the constant effort of parents, school, and students. Your child's school experience cannot hope to be the best possible without the constant cooperative work of all three—the parents, the school and the student. Cooperation is the key to making the process work.

**PARENTS**—encourage regular school attendance. Familiarize yourself with the curriculum and know what courses your child is taking. Encourage good study practices by providing an appropriate time and place to study. Become involved in all aspects of your child's education. Feel free to visit your child's school to discuss your child's progress with teachers, counselors, and administration. Acquaint yourself with the contents of this booklet and feel free to contact the school at any time.

**STUDENTS**—Familiarize yourself with the rules contained in this booklet. Work hard and try to better yourself in all Aspects of your education. Remember, your education is the reason we have schools. You and you alone can make the difference between obtaining a quality education or just putting in time.

The CRSD Administration

Discipline is not a punitive process, but rather an integral part of the learning process.

# STUDENT CODE OF CONDUCT

Students should:

1. Attend school regularly.
2. Make a conscientious effort in all assigned classroom work.
3. Create a climate within the school that provides a safe and orderly learning environment.
4. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
5. Dress and groom according to the dress code.
6. Be aware of and comply with state and local laws.
7. Protect and take care of school property.
8. Refrain from the use of indecent or obscene language.

**No Student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, staff, administrators, and all others who are involved in the educational process.**

# CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

## **DETENTION**

1. Detention will be held at a designated area/time before or after school daily for a period of 30 to 45 minutes.
2. Each student assigned detention is expected to bring work of a school nature to the detention room.
3. Students must complete detentions within one week of assigned date(s). Failure to do so may result in having to make up the date(s) missed plus a move to the next disciplinary step under Type "A" violations.
4. **Any athlete or club member must complete owed detentions before participating in practice, games or any event.**

## **IN-SCHOOL SUSPENSION (ISS)**

1. ISS shall be held during the regular school day.
2. Each student assigned in In-School Suspension is expected to bring work of a school nature to the suspension room.
3. Students assigned to In-School Suspension shall not be allowed to mingle with the rest of the school population except during the morning homeroom period. Students must eat lunch separately from the rest of the school population.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

1. Out-of-school suspension bans the student from being on school grounds during the length of the suspension. Students will also be banned from participation in school-related activities while on out-of-school suspension. Participation includes, but is not limited to, attendance at such school-related activities. Suspended students are required to continue to learn and complete assignments from the days in which they are suspended.

## **ALTERNATIVE EDUCATION PLACEMENT**

1. A disciplinary alternative education placement is an alternative instructional program for students who are removed from their regular classes for mandatory or discretionary disciplinary reasons. This provides an opportunity for students to continue their educational programming.

## **ACTIVITIES SUSPENSION**

Participation in extra-curricular activities is a privilege and not a right. In certain situations, the Administration may revoke or suspend a student's participation in extra-curricular activities. Each student assigned activities suspension may not participate in any games, dances, or other school sponsored events. Examples include, but are not limited to, field trips, prom and graduation.

## **PARTICIPATION IN GRADUATION CEREMONY**

Seniors are reminded that the graduation ceremony is a school activity, and as such, is a privilege rather than a right. Since the graduation ceremony is a school activity, a senior may be restricted from participating in the graduation ceremony under the following conditions:

1. If the senior is given a suspension which carries an activity suspension that extends through graduation day or if the terms of suspension itself carries through graduation day
2. If all obligations, monetary and academic, are not taken care of by the day prescribed prior to graduation day. One week prior to graduation, only cash will be accepted; **No Checks.** (Keep your receipt as proof that obligation has been satisfied).
3. If the senior does not participate in all practices for graduation unless personally excused by the principal.
4. If the seniors' behavior during graduation practices is such to merit a suspension in the principal's judgment.

## **SPECIAL NEEDS STUDENTS**

Any time suspension or expulsion is a possible disciplinary action for a special needs student, the Director of Special Education will be consulted in all decisions to guarantee that the students' rights and needs are adequately protected.

## **TYPES OF VIOLATIONS**

All behavior will be listed under one of the three types of behavior, depending on the severity of the incident.

Type "**A**" violations are those incidents of lowest level of severity.

Type "**B**" violations are those incidents of moderate severity.

Type "**C**" violations are those incidents of highest severity.

### **TYPE "A" VIOLATIONS – Steps of discipline**

*Note – A detention unit is defined as one detention either morning, noon, or after school. Parents will be notified and involved at every step in the process.*

**Step 1 Classroom teacher(s) action must include up to three corrective actions one of which must be a documented parental contact.**

**Step 2 One detention assigned.**

**Step 3 Two detentions assigned.**

**Step 4 Three detentions assigned.**

### **TYPE "B" VIOLATION – Steps of discipline**

*Parents will be notified and involved at every step in the process.*

**Step 1 One day ISS/OSS (In-School Suspension/Out-of-School Suspension)**

**Step 2 Up to three days ISS/OSS**

**Step 3 Three days ISS/OSS(May include up to 3 calendar days of Activity Suspension)**

- Step 4 Three to five days ISS/OSS (may include up to five days activity suspension) Parent contact/conference is required when a student is involved in a Level B Step 3 Violation. Alternative intervention strategies may be considered.
- Step 5 Five to seven days ISS/OSS (may include up to seven calendar days activity suspension) Parent contact/conference is required. Possible alternative education placement may be initiated.
- Step 6 Up to ten days ISS/OSS. (May include up to ten calendar day's activity Suspension.) Possible expulsion proceeding may be initiated. Parent contact/conference is required. Possible alternative education placement may be initiated.
- Step 7 REFERRAL TO SUPERINTENDENT

## **TYPE "C" VIOLATIONS – Steps of discipline.**

Process – Immediate 3 days of OSS will be issued. This will be followed by a hearing with the building principal(s). Suspension may be extended up to 10 days of OSS and/or placement in an alternative education program. Referral to the superintendent may be warranted, which may result in a recommendation for expulsion to the CRSD Board of Education.

**Any combination of the above types of violations and their consequences is at the discretion of the administration.**

## **INFRACTIONS**

### **BEHAVIOR ON SCHOOL BUSES**

The school bus is an extension of school property and all school rules should be adhered to. The bus driver must keep his/her attention upon the highway and the operation of the bus. Drivers cannot jeopardize the safety of all students because of the behavior of a few. Therefore, the following regulations shall be strictly enforced.

The following rules are posted in each classroom as well as each Chestnut Ridge bus:

1. Observe the same conduct as in class.
2. Obey the bus driver at all times.
3. Be courteous – do not use profane language.
4. Don't eat/drink on the bus.
5. Keep bus clean – not littering.
6. Do not smoke or chew tobacco
7. Do not be destructive
8. Do not use drugs.
9. Stay in your assigned seat.
10. Keep head and arms inside the bus at all times.
11. Do not throw things on or from the bus.

The following bus disciplinary procedures are applicable to all the Elementary, Middle School, and High School students. Principals have the authority to exercise discretionary judgment in enforcing the following penalties or to deviate from steps depending on the severity of the infraction.

STEP 1: Formal warning (screened by bus contractor)

- STEP 2: 1 day of bus suspension
- STEP 3: 3 days of bus suspension
- STEP 4: 5 days of bus suspension
- STEP 5: 10 days of bus suspension
- STEP 6: Loss of bus privileges.
- STEP 7: Student will enter Level B Step 2 of the Discipline Code; minimum discipline will be 1-3 days of ISS and 7 days of activity suspension. Continued bus suspensions are an option.
- STEP 8: Student will continue to progress to the next step on Type B level of discipline scale. Continued bus suspensions are an option.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Type "A" violation grades K-12-minor cases  
 Type "B" violation grades K-12-major cases

Cell phones no longer qualify for BYOD and may only be used in designated open technology areas, i.e. High School Cafeteria. Cell Phones and all other electronic devices not enrolled in the BYOD program must be stored out of sight. First offense, the phone will be taken and the student may retrieve their phone in the office at the end of the school day. Second offense and any others, the phone must be picked up by a parent/guardian and will fall under Type A violation.

## **CONTROLLED SUBSTANCE (DRUGS AND ALCOHOL)**

### **DISRUPTION OF NORMAL SCHOOL OPERATIONS, OTHER THAN FIGHTING.**

Type "A" violation grades K-4  
 Type "B" violation grades 5-12

## **DISTRIBUTION OF LITERATURE**

Type "A" MINOR INFRACTIONS grades K-12  
 Type "B" MAJOR INFRACTIONS grades 7-12

It shall be prohibited to use the schools as a distribution medium disseminating literature or survey forms for partisan, sectarian, or political organizations of any kind. However, upon the approval of the building principal in consultation with the Superintendent, there may be distribution of information pertaining to the community welfare. Students failing to comply with these official board policies will be subject to disciplinary procedures.

## **DRESS GUIDE**

Type "A" minor infractions grades K-12  
 Type "B" major infractions grades 7-12



# DRUG AND ALCOHOL POLICY

## Preface

The purpose of this policy and its associated guidelines is an effort by the school district to protect the welfare and well-being of the individual student, faculty, and the school population in general. These policies and guidelines are directed to handling situations within the jurisdiction of the school district. It is our hope that they provide a consistent means of handling drugs, "look alike" drugs, inhalants, and other substance and/or alcohol related incidents. It establishes policies and procedures for ensuring discipline and safety for individuals and the total school population, while recognizing the rights and responsibilities of students involved in a drug or alcohol related incident in compliance with Act 63 of the Commonwealth of Pennsylvania.

Under appropriate Pennsylvania Statutes, the administration retains the right to prosecute students in possession and/or use of tobacco, alcohol, or drugs at any appropriate point after an initial interview has occurred.

## Statement of Policy

The school district will work through curriculum and classroom activity, administrative and faculty effort, Student Assistance program (SAP), and disciplinary procedures to prevent and intervene in incidents of possession, selling, use or abuse of drugs or alcohol by members of the school population. As an extension of the policy, the following procedures will be used when responding to drugs, "look alike" drugs, mind altering substances, controlled substances, and/or alcohol related situations.

1. If any student is found to be in violation of CRSD Board of Education Policy Number 227 (Controlled Substances/Paraphernalia), an immediate 3 days of OSS will be issued. This suspension will be followed by a hearing with the building principal(s).
2. Any such suspension may be extended up to 10 days of OSS and/or placement in an alternative education program.
3. Referral to the superintendent may be warranted, which may result in a recommendation for expulsion to the CRSD Board of Education.

## School Procedures

The procedures have been created as one part of the Drug and Alcohol Policy. They are intended to provide a consistent means for effectively responding to drug and alcohol related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations.

## **FIGHTING**

Type "A" violation grades K-4  
Type "B" violation grades 5-12

The verbal abuse or physically aggressive contact between students will be deemed as fighting. All parties involved will be discipline in the same manner unless investigation reveals the aggressive behavior was displayed by only one party. Retaliation will be punishable under this regulation. The administration retains the right to prosecute under appropriate Pennsylvania Magistrate Statues.

## **FLAGRANT DISRESPECTFUL BEHAVIOR TOWARD ANY MEMBER OF THE STAFF.**

Type "A" violation grades K-4  
Type "B" violation grades 5-12

## **GUIDELINES FOR SCHOOL DRESS:**

1. All clothing must be worn in the manner for which it is designed.
2. Clothing Tops
  - a. Shirts and tops must be able to be tucked in to stay inside.
  - b. The district prohibits pictures, emblems or writings on clothing that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, or drugs; the district also prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.
  - c. **No** sleeveless shirts; spaghetti straps, halter tops, tube tops, mesh tops or tank tops. **No** low-cut revealing tops; lowest part of neckline must not be lower than armpit level.
  - d. **No** sheer, see through garments should be worn to school. **No** undergarments can be exposed.
3. Clothing Bottoms
  - a. Modest skirts, shorts, culottes, and skorts are permitted at fingertip length, mid thigh. **No** miniskirts.
  - b. Cutoffs, boxers, or biker shorts; (lycra) are not considered appropriate school attire.
  - c. Pants, slacks and/or jeans should not have holes above the mid thigh.
  - d. **No** undergarments can be exposed.
4. Hats, bandanas, or any other types of head coverings are prohibited in the building, except on special days established by the administration.
5. Shoes or sandals are to be worn at all times.
6. Chains, except those worn as reasonable jewelry items, are not permitted. A chain connecting the wallet to a belt hook or worn anywhere on the person is not acceptable.
7. OUTERWEAR (Jackets, Sweaters, Sweatshirts, Coats) Outerwear items are those that may be worn due to weather conditions or for personal comfort. Clothing that meets the Code of Dress requirements described above must be worn under any item of outerwear. Students will be asked to store outerwear after arriving at school. Any long, overly loose fitting outwear cannot be worn if it interferes or causes a distraction in the school environment or hinders a child's participation in school functions and activities.

## INAPPROPRIATE HALLWAY BEHAVIORS

Type "A" MINOR INFRACTIONS grades K-12

Type "B" MAJOR INFRACTIONS grades 7-12

Students are expected to move from classroom to classroom in an orderly manner. Any behavior which impedes progress of students in the hallway and/or creates a noise disturbance will be considered inappropriate. For example – PDA (Public Displays of Affection) and loud and/or inappropriate language would fit under this category.

## LEAVING THE BUILDING WITHOUT PERMISSION; CUTTING SCHOOL.

Type "A" violation grades K-4

Type "B" violation grades 5-12

## INTERNET/NETWORK USE

Type "A" violation grades K-12-minor cases

Type "B" violation grades K-12-major cases

The use of the Chestnut Ridge network services and the Internet is a *privilege*, not a right. Inappropriate use will result in a cancellation of those privileges and possible disciplinary action. Each student is required to sign an acceptable use policy on the proper use of network privileges. The principals will deem what is inappropriate use, and their decision is final.

## LUNCH PERIOD

Type "A" violation grades K-12-minor cases

Type "B" violation grades K-12-major cases

The cafeteria serves as the students' dining room. Therefore, you are asked to observe the proper standards of cleanliness and courtesy. Before leaving the cafeteria, place waste paper and milk containers in the proper receptacle. All utensils are to be properly returned, and chairs are to be slid under the table in order for the cafeteria to be ready for the next lunch period.

- No food is to be taken from the cafeteria.
- Food may be purchased only during a student's designated lunch period.
  - All areas except for the cafeteria are off-limits during lunch periods unless otherwise designated by the administration or designee.
  - All students are to remain in the cafeteria during their lunch periods unless otherwise directed.
  - All cafeteria materials should be used in the appropriate manner.
  - No food should be thrown at any time.
  - Noise should be kept at an acceptable level.
  - Students may bring a lunch from home but must eat it in the cafeteria.
  - Students should be in the cafeteria at designated times.
  - In the high school, all chairs must remain at the appropriate tables.

## **SCHOOL OR BUS VANDALISM**

Type "A" violation minor cases grades K-12  
Type "B" violation major cases grades K-12  
*Administrator will add the cost of the vandalism.*

## **SCHOOL TARDINESS AND TARDINESS TO CLASS**

Type "A" violation grades K-12

Punctuality and promptness are two of the most worthwhile habits a person can establish. Employers seldom tolerate continual tardiness by an employee. The school also must run on a regular established schedule and constant tardiness cannot be permitted. A student who arrives after the scheduled starting times will be considered tardy.

1. Students who arrive at school tardy must report directly to the office (or attendance station) as soon as they enter the building. The student will sign in at the office (or attendance station) and receive a pass from the office to class. Students are reminded that work missed during an illegal or unlawful tardy shall constitute a failure for that time period.
2. A record of tardiness is kept on each student. When a total of four unexcused offenses are recorded, a student will be placed on the appropriate step of Type "A" infractions for each infraction thereafter.
3. The same reasoning and procedures apply to tardiness to class. Three minutes are allotted for movement from one class period to another. The teacher is responsible for punctuality of the students. On the fourth unexcused offense, the student should be reported to the office. A student will be placed on the appropriate step Type "A" infraction for each infraction thereafter.

## **SEXUAL HARASSMENT**

Type "A" violation grades K-12 – minor cases  
Type "B" violation grades K-12 – major cases

It is the policy of the Chestnut Ridge School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or student to a staff, or school staff to another staff member, or student to another student. These advances, requests, and/or conduct shall constitute sexual harassment when”

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

## **SKIPPING CLASSES**

Type "A" violation grades K-12

## **STEALING**

Type "A" violation minor cases grades K-12

Type "B" violation major cases grades K-12

*Administrator will add the cost of the vandalism.*

## **STUDENTS LEADING OR INCITING OTHERS TO PARTICIPATE IN UNAUTHORIZED MEETINGS AND/OR OTHER ACTIONS**

Type "B" violation grades K-12

## **TOBACCO USE and/or POSSESSION (Look alike products included)**

Type "B" violation K-12

Possession or use of tobacco within the school area is prohibited. The possession and use of tobacco by a minor is a violation of Section 3602-3504 of the School Law of Pennsylvania; consequently, the possession or use of any form of tobacco is not permitted at school sponsored activities.

Under appropriate Pennsylvania Statutes, the administration retains the right to prosecute students in possession and/or use of tobacco, alcohol, or drugs at any appropriate point after an initial interview has occurred.

## **VIOLENCE OR AGGRESSIVE BEHAVIOR DIRECTED TOWARD ANY PERSON ON SCHOOL DISTRICT PROPERTY.**

Type "B" violation grades K-12 (minimum consequences)

Type "C" if conditions warrant

## **WEAPONS POLICY AND PROCEDURES**

**Developed July 1995**

Type "C" grades K-12

**PURPOSE:** In accordance with 24 P.S. 13-1317.2, possession of a weapon on school property must result in a mandatory minimum of one (1) year expulsion, unless reduced by the Superintendent of the school district. These procedures are established by the Chestnut Ridge School District in order to protect against violence, personal injury, property damage and to instill a sense of safety and security for those who participate in school district activities and/or make use of school district facilities.

**VIOLATION:** No person shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute, or transfer any weapon or ammunition while in any school building, on any school premises, on any school bus or other conveyance providing transportation to or from school building or activity of the Chestnut Ridge School District, at any school activity or function, whether sponsored by the school district or not, or, in the case of students, while coming to or going from school or school activities.

1. **VIOLATION:** In addition, no person shall knowingly possess any weapons or ammunition at a place that the individual knows, or has reasonable cause to believe, is a school zone in the Chestnut Ridge School District. This section shall not apply to the possession of a weapon:
  - a. on private property not part of the school grounds;
  - b. by an individual for use in a program approved by the school district in the school zone;
  - c. by an individual in accordance with a contract entered into with the school district; or
  - d. by a law enforcement officer acting in his or her official capacity.
2. **VIOLATION:** In addition, no person shall knowingly and with reckless disregard for the safety of themselves or another, discharge or attempt to discharge a weapon, detonate an explosive, discharge a chemical deterrent at a place that the person knows is a school zone, unless as follows:
  - a. as part of a program approved by the school district;
  - b. by an individual in accordance with a contract entered into by the school district; or
  - c. by a law enforcement officer acting in his or her official capacity.

3. **RESPONSIBLE ACTIONS:** School district employees and students observing or otherwise becoming aware of weapons and or ammunition on school premises, at school activities, on school buses or their conveyances, or of persons violating this procedure, shall report the same to a school district teacher or administrator as soon as possible. Any teacher who obtains such a report shall immediately notify his/her principal, or in his/her absence, the principal's designee. Any administrator obtaining such information shall immediately notify the Superintendent, or in his or her absence, the Superintendent's designee.
4. **INVESTIGATION PROCEDURES:** Every school employee and/or student who has knowledge of a weapon being on or in school property without proper clearance shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report the same.

Based upon reasonable grounds to suspect that a student possesses a weapon, the principal, or his designee, will request that the student voluntarily empty his/her pockets, and remove any coat, book bag, or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult of the same gender as the student. (It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects if deemed necessary or reasonable.)

If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. **The parent or guardian of the student shall likewise be notified.**

The school shall also follow the above procedures for student locker searches.

If a weapon is found or confiscated, the principal shall immediately summon the local police, the Superintendent (or his designee if the Superintendent is not available), and the parents or guardians of the student involved.

5. **DISCIPLINE:** The following discipline procedures shall be followed by the administration.
  - A. Notification of the student concerning the violation(s)
  - B. Notification of the Superintendent or his designee
  - C. Notification of student's parents
  - D. Establishing whether or not the student has an IEP
  - E. Notification of the police, if deemed necessary
  - F. Assignment of discipline – 3 days out of school suspension )A "N.O.R.E.P." or Notice of Recommended Educational Placement for special education students may be necessary)
  - G. Informal hearing with administration, parent(s), and students
  - H. Assignment of discipline – 10 days out of school suspension (A "N.O.R.E.P." may be necessary)
  - I. Notification of the Board of School Directors
  - J. Notification of the student and parent(s) of their right to a formal hearing before the Board of School Directors as part of the Due Process Procedure
  - K. The Board may assign an expulsion from school for a period of one calendar year from date of infraction. (A "N.O.R.E.P." may be necessary.)

**Expulsions must be scheduled pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board of Education.**

Note: The Superintendent reserves the right to develop special discipline situations for any student.

7. **DEFINITIONS.** As used in this procedure.
  - A. The term "person" includes any individual, including student and school districts employees, corporation, company, association, firm, partnership, society, or joint stock company. The term "person" shall not include law enforcement officials while on duty as law enforcement official or security personnel retained by the school district and on duty with the school district.
  - B. The term "weapon" includes, by way of example and not limited to:
    1. any knife, cutting instrument, or cutting tool (special consideration may be granted to pocket knives under a blade length of four inches)
    2. nun – chuck sticks
    3. handgun, shotgun, or rifle, including center-fire, rim-fire and muzzle loading firearms
    4. air, CO<sup>2</sup> and/or spring action pellet, BB, and/or dart guns
    5. traditional long bows, recurve bows, compound bows, and/or crossbows
    6. spear or dart propelling devices including blow guns

7. electric stun guns and cattle prods
8. chemically disabling sprays or propellants (a.k.a. mace and pepper spray)
9. brass knuckles, black jacks, and martial arts devices
10. any other tool, instrument, or implement capable of inflicting bodily injury or property damage
11. and shall include any item that is represented to be a weapon or that is threatened to be used as a weapon

**SPECIAL NOTE:** Under special circumstances this definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, laser pointers etc. This clause is at the sole responsibility of the Superintendent or his designee.

- C. The term “firearm” means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of any chemical explosive, compressed gas, mechanical spring and/or elastic device; (2) the frame or receiver of any such weapon; and/or (3) any firearm muffler or firearm silencer.
  - D. The term “destructive device” means (1) any bomb or device that is explosive and/or incendiary in nature, or (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive, other propellant, and/or mechanical means which has any barrel with a bore. (Items traditionally classified as firecrackers may be included or excluded under this definition as the sole discretion of the Superintendent or, in the absence of the Superintendent, his designee.)
  - E. The term “school zone” means in, or on the grounds of any of the buildings or schools owned by the Chestnut Ridge School District.
  - F. Possession means being on the person of the student, in the student’s locker, in a vehicle operated by the student, and/or otherwise under his or her control.
8. **PRESS RELEASE:** The Superintendent or designee shall formulate a press release if deemed appropriate.

## **ALL OTHER INAPPROPRIATE ACTIONS**

Type “A” or “B” or “C” grades K-12

**No written code could cover all possible contingencies.** This handbook is meant as a guideline and may be augmented or adapted by the principal when in his/her own professional judgment, the situation merits it. In all cases, the principal or his/her designee will assign disciplinary procedures to ultimately benefit the individual student in developing self-discipline and to benefit the student body as a whole. At all times, the safety of all students and the educational process will be the ultimate concern.

## **RELATED ITEMS**

### **ACCEPTABLE USE POLICY**

*INTERNET ACCESS, E-MAIL AND NETWORK RESOURCES*

#### **Purpose**

Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities are required to adopt, school board approved, acceptable use policies that will be submitted to Pennsylvania Department of Education for approval.

Internet access, electronic mail (E-mail) and network resource are available to teachers, administrators and students in the Chestnut Ridge School District for educational and instructional purposes and for other purposes consistent with the educational mission of the District. Use of the Internet and E-mail network is a privilege. All users must take responsibility for appropriate and lawful use of internet resources. The District cannot regulate and

monitor all the information received or sent by persons who use the Internet or E-mail; and the District cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility of inappropriate or illegal use of Internet access and E-mail, hence the purpose of this policy.

Below are the Acceptable Use and Internet Safety Policy of the Chestnut Ridge School District. Upon reviewing, signing and returning the appropriate "Acceptable Use Agreement" a user will be eligible for Internet access, e-mail and network resources when and if available for the entirety of their student status with the District, employment with the District, or until violation of this policy causes a user's privilege to be revoked.

## Conditions

All students, teachers, support staff and administrators who use the Internet, E-mail and other network resources must agree and abide by all conditions of this policy. Each user must sign an "Acceptable Use Agreement". In the case of a student, the student's parent(s)/guardian(s) must sign the "Acceptable Use Agreement" and "Notice to Parents/Guardians." Students may not use the District's computers for access to the Internet or for E-mail without a signed agreement and approval or supervision of a teacher, administrator or District staff member.

## Monitoring

The District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and reviewing may be conducted without cause and without notice. Each user of the District's computers by the use thereof, agrees and consents to such logging, monitoring and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that stored files on district servers or computer will not be private.

## Filtering

To help facilitate acceptable use of the network the District will route all incoming web requests through an appropriate web filter that blocks content considered "harmful to minors" pursuant to the Children's Internet Protection Act. The filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

## Prohibitions

Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the District. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements or other antisocial communication on the network.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's E-mail address, user account or password.



- Loading or use of unauthorized games, programs, files, music or other electronic media.
  - Use to upload, create or attempt to create a computer virus.
  - The unauthorized disclosure, use or dissemination of personal information regarding minors.
  - Use for the purpose of accessing, sending, creating or posting, materials or communications that are: Damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to the Districts policy on harassment, harassing or illegal.
  - Use which involves any copyright violation or for the copying, downloading, installation, reproduction or distributing copyrighted material without the owner's permission.
  - Use to invade the privacy of other persons.
  - Posting anonymous messages.
  - Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
  - Use while access privileges are suspended or revoked.
  - Any attempt to circumvent or disable the filter or any security measure.
  - Use inconsistent with Network etiquette and other generally accepted etiquette.
- In addition with respect to students and any other minors, the following is also prohibited:
- Use the system to access inappropriate materials or materials that may be harmful to minors.
  - Disclose, use or disseminate any personal identification information of themselves or other students.
  - Non engage in or access chat rooms or instant messaging other than for educational purposes that is with permission and direct supervision of a teacher or administrator.
  - Audio and video recording/communications equipment such as cameras, video cameras, tape recorders, cell phones, pagers, beepers, cell phone cameras, and other devices may hinder the school district's ability to maintain its strict standards of confidentiality for all students. These devices can also interrupt the educational process when used for personal reasons. Exception may be made when staff members determine that the use of these devices directly benefit the educational process or during emergency situations.

## Etiquette

Users are expected to abide by generally accepted rules of network etiquette. Be polite. Do not become abusive in messages to others. General School District rules and policies for behavior and communicating apply. Use appropriate language. Do not use vulgarities or other inappropriate language. Do not reveal the personal address or telephone number of others. Recognize that E-mail is not private or confidential. Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users. Consider all communications and information accessible via the Internet to be private property. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

## Consequences of Inappropriate Use

The user, whether a student or employee, shall be responsible for damages to equipment, systems, or software resulting from his/her deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

## Disclaimer

The Chestnut Ridge School District make no warranties of any kind, whether express or implied, for the services it is providing. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information

obtained through the use of the District's computers is the user's risk. The District does not claim responsibility for the accuracy or quality of information obtained through the Internet or E-mail. (Revised November 2005)

## **ATHLETES' CONDUCT**

1. Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete athletic program. The best in sportsmanship from students and coaches in victory or defeat is expected.
2. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations may lead to suspension of athletic eligibility.
3. An athlete determined to be using tobacco in any form will be suspended from the team for one week on the first offense, a second offense will result in suspension from the team for two weeks. Any further offenses may lead to dismissal from the team.
4. Any athlete determined to be using or in the possession of alcoholic beverages or drugs will be suspended from the team for a minimum of two weeks and face possible dismissal from the team.
5. When visiting another school, exemplary conduct and courtesy are expected of every athlete.
6. Any damage to the physical property of this school or an opponent's school can lead to dismissal from the team and reparation for the damages.
7. Any disrespect, disobedience, or hostility to members of any opponents' professional staff can lead to dismissal from the team. This also applies to officials of the game.
8. Each student has a responsibility to fulfill in representing Chestnut Ridge as a participant in any activity. Cooperation and personal honor are important.
9. Full day (all periods) attendance is required, unless excused for travel.

## **ATHLETES' DRESS REQUIREMENTS**

1. Any student traveling with any Chestnut Ridge athletic team shall be required to dress neatly and appropriately. The individual coach will determine appropriate dress for the trip.
2. Any student failing to meet the dress requirements may be denied the opportunity to participate in the athletic event.
3. The athletic director, the coach, and/or principal will be responsible for seeing that the athletic dress requirements are met.

## **ATTENDANCE**

### **STUDENT RESPONSIBILITIES AND RIGHTS**

#### **ATTENDANCE**

Any child who has attained the age of eight years prior to February 1 of any school year or who has entered school at an earlier age and who has not yet attained the age of seventeen years shall be required to attend school regularly during the entire school year except as amended by Section 1330 of the Pennsylvania School Code of 1949. (1)

Regular attendance shall be defined as attending school for the full day on each day during which school is in session. Students are expected to attend all sessions unless properly excused by school authorities. Attendance is an essential element necessary to obtain an education as well as a diploma. Therefore, attendance will be an integral part of the grading procedures used by the classroom teacher. A student's academic achievement will be partially dependent upon the student's attendance record.

**Legal excuses for not attending school shall be limited to: illness of pupil, quarantine, impassable roads, death in family, out-of-school suspension, documented court appearances, approved educational trips and "exceptionally urgent reasons" that affect the child.** All other reasons for not attending school until

graduation from high school or the age of 17 shall be considered as unexcused and unlawful except as noted in Policy Number 6110. Any student regardless of age must have a parent/guardian signature on all school forms including excuses.

Students who have been absent ten (10) days without any written excuses from a doctor will be sent a letter requiring a written doctor's excuse for all absences thereafter. Any such absences, not covered by a doctor's excuse, except for those defined in Policy Number 6100.3, shall be declared unexcused and unlawful for a student under seventeen and unexcused for a student over seventeen. **Any student who accrues more than three days of unlawful absences will be cited to the local magistrate.**

The magistrate may impose but not limited to the following:

1. Student's driving license will be suspended for 90 days for the first conviction.
2. Student's driving license will be suspended for six months for second conviction.
3. Unlicensed juveniles are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their 16<sup>th</sup> birthday.
4. Parent/guardian or student can be fined up to 300 dollars per day.
5. Authorities have the right to arrest the student if the parent is unable to make the child attend.

Students who have reached their seventeenth birthday are expected to attend school regularly once enrolled in classes. **A student over seventeen who accumulates twenty five (25) days of unexcused absences may be terminated for the remainder of the school year.**

All children returning to school after an absence must bring a written excuse, signed by the parent or guardian, stating the reason for the absence. A student who has been absent **must** present a written excuse **within the first 3** days that he/she returns. Otherwise, that absence will be marked unexcused/illegal. Backdated excuses beyond those 3 days **will not** be accepted.

A student who has been absent from school due to illness for three consecutive days must present a doctor's certificate upon returning to school. Excuses from the doctor that state "in the office not seen by the doctor" **will not** be accepted as a doctor's excuse. All medical excuses must be involved interaction with a physician.

A student shall be allowed two one-half days excused absences to take a permit's test. A student shall be allowed two one-half days excused absences to take a driver's test. A student shall **not** be allowed an excused absence to take another student for a driver's test.

A student shall be allowed one day's excused absence to attend the State Farm Show if the student received prior permission from the high school principal and/or administration. The parents of the student shall telephone or write a letter to the high school office requesting the permission.

A student shall be allowed a total of three days excused absence during the school year to visit colleges for an interview, providing the student returns to the school with a signed statement from a college official verifying attendance at the interview.

A student shall be allowed an excused absence to attend a job interview if the student returns to school with a signed statement from a company representative verifying attendance at the interview.

A student's absence from school due to working on his/her senior project is unexcused. Senior project work is to be done outside of school time. Exceptions may be granted with the permission of the senior project coordinator and the administration.

A student returning to school after an absence with an excuse marked "personal reasons" shall have the absence declared unexcused and unlawful if the student is under seventeen and unexcused if over seventeen. Hunting is an unexcused absence.

Affidavits shall be secured in duplicate on school district forms from the legal representative of any student whose residence is questionable. One copy shall be placed in the student's cumulative folder and one copy forwarded to the superintendent's office.

Rules and guidelines for attendance will also apply to early dismissals. All students must report to the office before leaving for their early dismissal. When leaving school anytime for an early dismissal, you will be given a yellow early dismissal card. This card must be signed and returned to the office within 3 days. Failure to do so will result in an unexcused absence for that period of time.

**\*\*Building administration reserves the right to review each individual case on its own merits and waive the aforementioned restrictions, pending approval of the superintendent.**

## Attendance Procedures

### (Adopted July 2009)

There is a high correlation between student attendance and student achievement. The assumption is that the student must have a consistently high level of attendance for learning to occur. Chestnut Ridge School District has developed a set of procedures to be followed. Each time a child is absent from school, the parents must send in a written excuse explaining why the child was absent. The absence must be for a legal reason such as illness, quarantine, recovery from an accident, court attendance, death in the family, and approved family educational trips. Absences are generally recognized as cumulative or non-cumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent, which is ten. Non-cumulative absences are absences that do not contribute to the specified ten days.

### Cumulative Absences:

#### Excused Absences Include:

##### Parent Excused Absences:

1. Ten (10) parent excuses are permitted per year, after which a doctor's excuse is required.
2. Make up work must be completed in the same amount of days missed (if a student missed two (2) school days, he/she has two (2) school days to complete missed work.)

##### Medical Excused Absences:

1. Allowable, but once twenty-five (25) days have been missed, Student Support Team \*will meet to establish the future educational plans for the student. *\*Student Support Team Meetings may consist of any or all of the following members: building administrator, guidance counselor, school nurse, teacher(s), health and social services coordinator, local outside agencies, student, and parent(s)/guardian(s).*
2. Homework and school work may be made up. It is the student's responsibility to make up the work. It must be made up in the same amount of time as the absence.

#### Unexcused/Unlawful Absences Include:

##### Illegal Absences:

1. Any day for which the school does not receive a written excuse
2. Any day not excused by a doctor after the initial ten days of absence
3. Any day a student misses school for a reason other than the legal reasons listed above
4. On 3<sup>rd</sup> illegal absence, a Truancy Elimination Plan\* (TEP) is developed. *\*Truancy Elimination Plan (TEP) may consist of any or all of the following members: building administrator, guidance counselor, school nurse, teacher(s), health and social services coordinator, local outside agencies, students, and parent(s)/guardian(s).*
5. NO MAKE UP WORK ALLOWED. FAILURE FOR ASSIGNMENTS DUE ON THESE DAYS.
6. Remember all absences count toward the twenty-five (25) day count. Students may be in jeopardy of being retained or losing credits for the year.
  - A. For high school students, after twenty (20) days, time missed will need to be remediated in order to retain credits for the year. At twenty-five (25) days, credits will be lost for the year.
  - B. For middle and elementary school students, meetings may be held to determine retention status.

### Non-Cumulative Absences:

1. Suspensions from school
2. Illness verified by a doctor's note submitted within three days of a student's return
3. Death in the family (from date of death until two days after the funeral, unless otherwise authorized by building administrator)

4. Religious release time/holidays
5. School sponsored activities
6. Pre-approved college visits (up to three days)
7. Family emergencies during which a student must be with a parent away from the school district
8. **Educational Field Trip/Vacation: (see policy below)**

### **Educational Field Trip/Vacation Policy:**

Sharing a family vacation is a great experience for students; however, parents and guardians should be aware that when children miss school for vacations, one cannot truly measure the impact of lost classroom time – even though students may take along books and complete assignments. The faculty and administration encourage family closeness, and we support weekend excursions because they are excellent learning opportunities. Requests for and approval of vacations during the school year suggests that the issue of school absence for field trips is acceptable. In fact, we discourage it and ask that, if at all possible, parents and guardians to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of school days. In extreme circumstances, exceptions are understandable. One of our continuing goals is to reduce absences caused by vacations scheduled during school time.

1. Prior to the Educational Field Trip, the student should notify the school, including his/her teachers ten (10) days prior to the trip, by completing the Educational Trip Form. The principal may grant an excused absence for a request that comes in after the trip if there are unexpected factors.
2. The building administrator can approve up to five (5) cumulative school days missed for an Educational Field Trip(s).
3. For any trips extending beyond the five (5) building administrator approved days, the parent/guardian must ask permission from the Superintendent.
4. Total Educational Field Trip days should not exceed ten (10) days.
5. Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered to be unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable.
6. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. The student's academic standing.
  - b. The student's attendance record.
  - c. The effect the absence will have on the student's educational welfare.
  - d. The exceptionality of the request.
7. It is the student's responsibility to contact teachers to make up assignments missed.
8. All work must be completed within five (5) school days, upon return from the trip.
9. Permission will not be granted for trips during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.

### **Compulsory Attendance Law:**

Three unlawful absences will result in written notice of violation of the Compulsory Attendance Law and may result in prosecution pursuant to Section 1333 of the Pennsylvania School Code. Parents can be fined up to \$300, can

be required to complete a “parenting program,” or up to six months of community service to the district. Students may be fined up to \$300 per day and/or lose their right to apply for a driver’s license for a specified period of time. Students under thirteen (13) can be referred to delinquency proceedings.

## **FACULTY AUTHORITY**

Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any school function or activity.

## **LOCKERS**

Lockers are on loan to students by the school. Each locker has its own combination lock. Students should not tell their combination to any other person, or jam their locks to prevent the normal operation of the locker. Lockers should be kept locked at all times.

Lockers may be searched by school officials having reasonable cause. Searches can be done randomly and periodically. The student may be asked to be present when practical. No personal locks are permitted without administrative permission.

## **PERSONAL VALUABLES AND MONEY IN SCHOOL BUILDINGS**

All items deemed necessary to carry on any approved educational program or any other approved program of the school district will be furnished by the school district, to students, employees, and to those other personnel using school facilities under rules and regulations established by the Board of School Directors.

The school will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, electronic devices and other items of a personal nature are the responsibility of the student, employee, or person while he or she is in the school facility.

The school district provides a wall locker and a gym locker which should be **kept locked at all times**. Pupils are discouraged from keeping any valuable personal items in their lockers.

## **RESPONSIBILITY FOR SCHOOL PROPERTY**

Textbooks are on loan to students. Until the book is returned to the instructor, the student is responsible for it. If the book is lost or damaged, the pupil must cover the cost of the text.

Parents or guardians shall be liable for school property lost, damaged, defaced, or destroyed by pupils. Proper steps shall be taken to collect the money for damages.

## **STUDENT DISCIPLINE RECORD**

A record is maintained of each student referred to the office for disciplinary reasons. This record is not a part of your permanent record and will be discarded after graduation. This record does not follow the student after graduation, but it may follow the student from school to school prior to graduation.

The School District has certain obligations to report infractions involving violations of Act 26/The Weapons Policy. The following Safe School guidelines itemize the obligations imposed on Chestnut Ridge School District through the Safe Schools Act. In addition, students transferring into the School District will be required to complete an Act 26 Sworn Affidavit confirming whether or not the student is leaving the current school district due to an infraction in violation of Act 26.

## ACT 26

### Safe School Guidelines

WHEREAS, the legislature has passed a new "Safe Schools" law, 24 PA. STAT. ANN. §§ 13-1317.2 et. Seq., 13-1301 A, et. Seq., for the purpose of providing a safe educational environmental Pennsylvania Schools:

- A. The Chestnut Ridge School District has adopted an extensive **Weapons Policy**.
- B. **Reporting Provisions:** The District has the right to immediately report all incidents involving the possessions of a weapon to **local law enforcement** officials.
  1. Reporting to the Local Law Enforcement Agency shall be made in accordance with a written procedure developed as a joint project with the law enforcement agency. 24 PA. STAT. ANN § 13-1303-A © (1995).
  2. The 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. These reports shall include:
    - a. The student's name, address, age and grade;
    - b. The circumstance surrounding the incident, including type of weapon;
    - c. The sanction imposed by the school;
    - d. The notification of law enforcement;
    - e. The remedial programs involved;
    - f. The parental involvement required;
    - g. Any arrests, adjudications, or convictions, if known. 24 PA STAT. ANN. § 13-1303 (A) (B) (1995).
- C. **Affidavit of Parent Guardian.** The District shall, prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon. 24 PA. STAT. ANN. § 13-1304 (A) (1995).
- D. **Transfer of Disciplinary Record:** The District shall request the disciplinary records of any student transferring into the District. The District shall comply with all requests to send disciplinary records of any student transferring out of the District to that student's new district. Said requests shall be honored within 10 days. 24 PA. STAT. ANN. § 13-1306 (A) (1995).
- E. **Availability of Records:** Records created under this policy will be available for inspection to the student and his parent/guardian, other persons having control or charge of the student, school officials, and state and local law enforcement officials as provided by law. 24 PA. STAT. ANN. § 113-1306-A (1995). Available records include:
  1. A statistical summary of acts of violence on a school-by-school and a district-wide basis. 24 PA. STAT. ANN. § 13-1307-A (1995).
  2. The disciplinary records of any student will be available to that student and his guardian. 24 PA. STAT. ANN. § 13-1306-A (1995).

**ACT 26**  
**Safe Schools Document**

**SWORN AFFIDAVIT**

I, \_\_\_\_\_ the undersigned parent/guardian of \_\_\_\_\_, a student who seeks admission into the Chestnut Ridge School District, do hereby swear, under penalty of law, that the information below is true and correct.

Please check either “yes” or “no” for each statement:

Yes \_\_\_\_\_  
No \_\_\_\_\_

1. My son/daughter / or the above-named child **has been suspended** from a private or public school system, anywhere in the United States, for an act or offense involving weapons, defined as any type of firearm, cutting tool, nunchaku, or implement capable of inflicting serious bodily injury.

Yes \_\_\_\_\_  
No \_\_\_\_\_

2. My son/daughter / or the above-name child **has been expelled** from a public or private school system, anywhere in the United States, for an act or offense involving weapons, defined as any type of firearm, cutting tool, nunchaku, or implement capable of inflicting serious bodily injury.

Yes \_\_\_\_\_  
No \_\_\_\_\_

3. My son/daughter / or the above-named child **has been suspended** from a public or private school system, anywhere in the United States, for an act or an offense involving alcohol or drugs.

Yes \_\_\_\_\_  
No \_\_\_\_\_

4. My son/daughter / or the above-named child **has been expelled** from a public or private school system, anywhere in the United States, for an act or an offense involving alcohol or drugs.

Yes \_\_\_\_\_  
No \_\_\_\_\_

5. My son/daughter / or the above-named child **has been suspended** from a public or private school system, anywhere in the United States, for the willful infliction of injury to another person and/or for any act of violence committed on school property.

Yes \_\_\_\_\_  
No \_\_\_\_\_

6. My son/daughter / or the above-named child **has been expelled** from a public or private school system, anywhere in the United States, for the willful infliction of injury to another person and/or for any act of violence committed on school property.

If any of the above statements are marked “yes,” indicate the question number, the approximate date of suspension/expulsion, a brief explanation of the incident which led to the suspension/expulsion, and the name and the address of the school from which the student was suspended or expelled:




Mark "X" here if additional sheet attached: \_\_\_\_\_

I understand that any willful false statement I have included on this form is a misdemeanor of the third degree, punishable pursuant to 24 PA. STAT. § 13-1304-A and 18 C.S.A. § 4904, relating to unsworn falsification to authorities.

Signed,

Date: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

# PARENT CONFERENCE FORM

## LEVEL B – Step 3

At the time of the conference, the parent(s) will be asked to sign the statement below to affirm that the conference was held and that they are aware of the consequences of any subsequent offense. A copy of the discipline scale may also be given to the parent(s).

- I/We attest that a parental conference was held to provide information about the disciplinary record of my/our child.
- I/We were informed of the potential of my/our son/daughter being placed in an Alternative Education placement if the negative behavior continues.
- I/We were also informed that subsequent discipline referrals prior to the last thirty days may jeopardize my/our son/daughter's privilege to participate in graduation ceremony due to the length of activity suspension written in the discipline policy.
- Intervention Strategy:


\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

cc: Superintendent