

ADMINISTRATIVE REGULATION

APPROVED: January 10, 2017

REVISED:

CENTENNIAL SCHOOL DISTRICT

218-AR-0. DISCIPLINE IN SCHOOLS

Discipline is synonymous with teaching and learning. If learning is to prevail, discipline is essential. It creates a sound learning climate and promotes responsibility through self-discipline.

Discipline strives to educate on both an individual and collective basis; therefore, disciplinary procedures should promote respect for the dignity of individuals, as well as respect for authority and established standards.

The Board has the authority to adopt reasonable and necessary rules governing the conduct of students in school, on District property and at school-sponsored activities. The administration has the authority to implement the adopted rules and to assign discipline for violations of established rules.

A rule is generally considered reasonable if it uses a rational and neutral means of accomplishing some legitimate school purpose. School rules are assumed to be reasonable until they are rescinded or waived; therefore, students must obey school rules while working through channels to help change the rules with which they do not agree.

Student awareness of established rules minimizes discipline problems and provides students with an enumeration of acceptable conduct. School rules will be published and distributed to students and parents/guardians as the Code of Student Conduct. Rules may be posted in prominent locations throughout the schools.

The administration is responsible for ensuring a physically, emotionally, and socially safe environment that is conducive to an orderly learning environment for all students. The administration distinguishes between the classroom procedures established by the teacher and the code of student conduct established by the administration for the school. Each classroom teacher is expected to post and review classroom procedures with students that set expectations for behavior related to the instructional environment. Each school will have a system of positive behavioral supports that establishes a school-wide code of conduct for student behaviors within the school setting. The code of student conduct prescribes desired behaviors and enumerates unacceptable behaviors.

The administration will employ a progressive discipline system that provides the student with notification of a referral to administration and an opportunity to respond to the referral. The administration will employ either restorative practices to remediate the student's behavior, or a disciplinary consequence as a result of the student's behavior, or a combination of both,

depending upon the nature and/or severity of the student's behavior. Restorative practices are used to support the student's understanding of the behavior or action that led to the referral; to provide alternative and/or replacement strategies for resolving conflicts with individuals; and to proactively identify situations and potential conflicts to employ alternative means of conflict resolution. A disciplinary consequence is a corrective measure used to prevent repeated behaviors or actions.

Notification and Student Conference

1. Upon a referral to administration, the Principal will conduct a conference with the student. At the conference, the student will be notified of the referral.
2. The Principal will allow the student to respond to the referral either verbally or in writing. The student will be provided with the opportunity to explain any mitigating circumstances and/or provide additional information relevant to the referral to administration.
3. The Principal will inform the student of restorative actions or disciplinary consequences at the conclusion of the meeting.
4. The Principal will notify the parent/guardian about the referral, substance of the conference, and restorative actions and/or disciplinary consequences within 24 hours of the conference.

Restorative Actions

1. The Principal will provide the student with an opportunity to engage in a developmentally appropriate restorative action. Such actions may include, but are not limited to:
 - a. Facilitated conference with a teacher/staff member
 - b. Facilitated conference with a student
 - c. Development of a behavioral intervention plan
 - d. Development of a proactive conflict resolution plan
 - e. Access to a school counselor or other personnel, if needed
 - f. Refer the student to the Student Assistance Program (SAP)
2. For a student's behavior or action that is limited to a singular event or does not present a material disruption to the educational process, restorative practices will be used by administration first and before disciplinary consequences. Examples include, but are not limited to: minor disruptions to class, lateness to class, misuse of privileges, inappropriate language/speech, verbal arguments, etc.

Disciplinary Consequences

1. A disciplinary consequence will be used for behaviors and actions that are severe or repetitive. Disciplinary consequences will be progressive in nature unless the behavior or action is a direct violation of District Policy or substantially disruptive to the educational process. The progression of disciplinary consequences are as follows:
 - a. Administrative detention
 - b. Saturday school

- c. In school suspension
 - d. Out of school suspension
 - e. Referral for an informal hearing
2. If a student engages in a behavior that is destructive to school or private property, endangers the physical or emotional well-being of others, exhibits physical violence and/or gross disrespect towards others, or violates a District Policy, the Principal may employ a disciplinary consequence that includes out of school suspension and/or referral for an informal hearing.
 3. The Principal will consider a student's patterns of behavior and actions over a period of time, frequency of behaviors and actions, and prior restorative actions and/or disciplinary consequences when employing a disciplinary consequence.
 4. Only the Principal or Assistant Principal can suspend a student from school.

Suspensions and Expulsion

1. In the event that a student receives an out of school suspension(s), the Principal must contact the parent by phone to notify the parent of the student's behavior or action, date of the suspension, and duration of the suspension.
 - a. The parent/guardian must pick the student up from school is the suspension begins on the day of the event or must remain in the custody of administration until the conclusion of the school day, if the parent/guardian cannot pick the student up from school.
 - b. The student is prohibited from entering school property during the suspension.
 - c. The student will be afforded the opportunity to make up any tests or quizzes over the duration of the suspension.
2. Upon the student's return from a suspension, the Principal will conduct a remittance meeting with the student and parent/guardian to review the student's behavior and develop a plan for the student's return to school.
3. If a student is suspended for more than three consecutive days, the Principal must conduct an informal hearing with the parent/guardian to review the student's behavior and develop a plan for remittance upon the student's return to school.
4. If the student violates a District Policy or exhibits a pattern of behavior that results in 10 or more days of suspensions, the student will be referred to the Assistant Superintendent for an informal hearing. The informal hearing is a proceeding where the administration reviews the student's academic progress, attendance, and disciplinary history to make a determination if the student would receive an additional disciplinary consequence imposed by the District or be placed in an alternative educational program for disruptive youth (AEDY).

5. The Superintendent may directly handle referrals of extreme cases, or s/he may advise the principal in the proper disposition of the case. If expulsion is indicated, the Superintendent will refer the case to the Board of School Directors.

Teacher Detentions

1. A teacher may impose a detention for behaviors and actions that do not comply with the classroom procedures.
 - a. The teacher must notify the parent of the behavior and action and the date of the detention.
 - b. The detention may not be administered on the same day of the event.
 - c. The teacher must notify the Principal that a teacher detention was imposed.

Students with Disabilities

1. Refer to CSD Policy [113.1](#) Discipline of Students with Disabilities

Corporal Punishment/Reasonable Force

The use of corporal punishment is prohibited. Any employee who is found, after investigation, to have used corporal punishment in disciplining a student shall be subject to disciplinary action, up to and including termination.

However, reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

In the event that reasonable force is used:

1. The employee shall notify the principal immediately.
2. The involved parties shall be checked for possible injury by a school nurse in the presence of the principal or designee.
3. As soon as possible the principal or designee shall:
 - a. Contact local law enforcement, if necessary.
 - b. Review the incident with the student.
 - c. Review incident with the employee involved.
 - d. Contact the parents/guardians and review the incident with them.
 - e. Notify the Assistant Superintendent verbally and follow this with a written report, a copy of which shall be forwarded to the Superintendent.

- f. Forward a listing of any property damage to the Chief Financial Officer.
4. In the event that an employee witnesses or becomes aware of any use of corporal punishment or force, said employee must notify the principal.

Responsibilities Of School Community

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment will be safe, well-organized and conducive to teaching, learning and living.

It is the responsibility of the students, parents/guardians, staff administrators and Board to see that such an environment exists.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to rules and regulations. Students share with the administration and faculty a responsibility to maintain a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of other students.

It is the responsibility of each student to respect the rights of all members of the school community.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of students to conform with the following:

1. Be aware of all Policies, rules and regulations for student behavior and conduct themselves appropriately. Until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom, in accordance with Policy 221. Dress and Grooming in order to meet fair standards of safety and health, and to avoid disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with federal, state and local laws.
6. Exercise proper care when using school facilities and equipment.
7. Attend school daily and be on time for all classes and for other school functions.
8. Make up work when absent from school.

9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authorities.
10. Comply with all Centennial School District policies.

Parent/Guardian Responsibilities

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

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Be aware of the responsibilities set forth by the school for all students.
3. Teach their child self-respect; respect for the law; respect for the rules of the school community; respect for school employees; respect for other students; and respect for school property.
4. Set compatible expectations with the school's standards for study and completion of school assignment, and be available for assistance as needed.
5. Provide a home atmosphere conducive for study and completion of school assignments and be available for assistance as needed.
6. Insist on prompt and regular school attendance. Pennsylvania law provides for fines and discipline if a student of compulsory school age is continually delinquent in attendance.
7. Encourage student to bring home all school-community communications.
8. Be honest and ethical.

Teacher Responsibilities

Teachers are aware that their professional responsibilities extend beyond the instruction of subject material. The pursuit of educational excellence and student achievement requires a commitment to support and enforce school rules.

In order to achieve learning goals, teachers are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Make students aware of the Code of Student Conduct as it applies in the classroom and in the school.
3. Show by example a respect for school rules and enforce the rules in all areas of the school.
4. Develop an atmosphere of mutual respect and dignity and encourage a positive self-image and sense of self-worth for each student.

5. Plan and conduct a program of instruction that will stimulate interest in learning, while recognizing that, while important, his/her subject is only one (1) part of the total school program.
6. Serve in place of the parent/guardian in matters of discipline in accordance with law. (??)
7. Handle minor student infractions of school rules. Report to the principal any student who jeopardizes his/her own safety or the safety of others or who seriously interferes with the instructional process.
8. Develop a cooperative relationship with parents/guardians and students for the educational benefit of the student.
9. Recognize changing behavior patterns in students, be available to discuss problems with students, strive to help students overcome negative peer pressure and, when necessary, make referrals to a counselor or administrator.
10. Be honest and ethical.

Building Administration Responsibilities

As the educational leaders of the school, building administrators must set the disciplinary climate for the students and staff. The building administrators are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Promote a climate of mutual respect and assume responsibility for dissemination, explanation and enforcement of the Code of Student Conduct.
3. Ensure that students enrolling after the start of the school year receive the Code of Student Conduct at registration.
4. Implement the All-Hazards Plan to ensure the health and safety of all members of the school community.
5. Be available to staff, students and parents/guardians to promptly resolve discipline problems and to proactively engage them to avoid future problems.
6. Evaluate the program of instruction and assist the staff in developing an effective educational program.
7. Comply with pertinent laws governing hearings, suspensions and student rights.
8. Recommend to the District administration and Board appropriate policies, procedures and actions to achieve optimum conditions for a positive learning environment.
9. Provide orientation and inservice programs to implement and maintain school rules.

10. Be honest and ethical.

District Administration And Board Responsibilities

As the educational leaders and policy makers of the District, the Board of Education, Superintendent and respective members of the central administration must:

1. Work with students, parents/guardians, teachers and administrators to establish and maintain an atmosphere of openness and mutual respect.
2. Ensure that an appropriate Code of Student Conduct is developed, distributed, implemented and maintained.
3. Provide ample staff and administration for a quality education program and proper implementation of the Code of Student Conduct.
4. Provide a safe and secure environment for all members of the school community.
5. Be honest and ethical.

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218-AR-1. REPORT OF STUDENT MISCONDUCT

Date: _____

To: _____
Principal's Name

Student's Name: _____
Last Name First Name Middle Initial

Student's Address: _____

Student's Age: _____ Date of Birth: _____ Gender: ____ Student's Phone #: _____

School: _____ Grade: _____ Teacher/Classroom: _____

STATEMENT OF MISCONDUCT: The student named above has violated the following school rule or Board policy conduct and has demonstrated the behavior described below which constitutes cause for discipline.

Incident reported by: _____ on _____ at approximately ____ AM PM
Incident investigated by: _____ on _____ at approximately ____ AM PM

Signature of Teacher Date

Disciplinary Action Taken:

The above disciplinary action shall begin on _____
The above disciplinary action shall end on _____

Signature of Principal/Designee Date