

ADMINISTRATIVE REGULATION

APPROVED: December 13, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 216.1-AR-0. SUPPLEMENTAL DISCIPLINE RECORDS

In accordance with Board Policy No. 216.1. Supplemental Discipline Records, the administration sets forth the following guidelines and procedures pertaining to supplemental discipline records.

### Statement Required Prior To Admission

Prior to admission of any student seeking to transfer into the School District, the parent(s)/guardian(s) shall upon registration provide a sworn statement or affirmation, stating whether the student was previously or is presently suspended or expelled from any public or private school of the Commonwealth of Pennsylvania or of any state for an act or offense involving weapons, alcohol or drugs, for the willful infliction of injury to another person or for any act of violence committed on school property. The parent(s)/guardian(s) must sign the Parental Registration Statement Form prior to enrollment. The registration shall include the name of the school from which the student was expelled or suspended for the above-listed reasons with the dates of expulsion or suspension and shall be maintained as part of the student's disciplinary record.

### Transfer Students

If a District student transfers to another school entity or nonpublic school, the School District will, upon request from the student's new school, transmit a certified copy of the student's disciplinary record to the school entity or nonpublic school to which the student has transferred. Upon request, the School District will supply the certified copy of the student's disciplinary record within ten (10) days from receipt of the request. This requirement applies to transfers between schools within the School District as well.

If a student transfers to the School District from another School District, a nonpublic school, or other school within the District, the District should request a certified copy of the student's disciplinary record from the school from which the student is transferring.

Permission of the parent(s)/guardian(s) is not required for transfer of the individual's student record to another school entity within the Commonwealth or another state in which the student seeks enrollment or is enrolled.

Inspection Of Discipline Records

The School District shall permit the parent/guardian of a student or an eligible student who is or has been in attendance in the District or their designated representative, to inspect and/or review the student's disciplinary records in accordance with the procedures set forth in Policy 216 pertaining to Student Records.

Adjudicated Students

Information on adjudicated students is for the limited purposes of protecting school personnel and students from danger from and for arranging appropriate counseling and education for the student. The building principal or designee shall inform the student's teachers of all information received.

Information on adjudicated students may not be used for admissions or disciplinary decisions concerning the student unless the act(s) surrounding the adjudication took place on or within 1,500 feet of the school property.