



WISSAHICKON SCHOOL DISTRICT CODE OF STUDENT CONDUCT (K-12)

WSD Board of Directors Approved 5/29/2018

WISSAHICKON SCHOOL DISTRICT Code of Student Conduct K-12

District Mission Statement

The mission of the Wissahickon School District - a learning community rich in diversity and committed to academic excellence and fine character development - is to empower each student to excel to their fullest potential and contribute in full measure to the greater community.

PREFACE

In order to function properly, public school education should provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. No school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights, and they must accept the consequences of their actions. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students, parents, guardians, and community must work cooperatively.

EQUAL OPPORTUNITY

It is the policy of Wissahickon School District to provide equal opportunity in all its programs and activities and in its employment practices. No student, employee, or other person shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in regard to any District program on the grounds of race, color, religion, age, sex, national origin, or disability. For additional information, please contact the District's Personnel Office at (215) 619-8009.

PHILOSOPHY

We, the staff, administration, and the Board of the Wissahickon School District, believe that our primary function is to provide students equal opportunities to mature in the ethical, intellectual, creative, emotional, social, and physical areas of their lives. This maturation process can best take place in a positive learning environment - one characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each individual - one in which we communicate our belief in the value of every child - and one in which students are helped to understand the reasons for their own and others' behavior as well as the impact of their behavior on others.

We believe that the development of self-discipline and the acceptance of individual responsibility should be stressed throughout school life. By emphasizing these concepts, we help students to assume their roles in a democratic society, for a democracy depends on a responsible citizenry for its survival.



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A fair, consistent discipline policy is an integral part of a sound educational program. This policy includes a student code of conduct that delineates individual responsibilities, categorizes behavior, and provides for appropriate responses.

We believe that the goals of such a code must:

- teach responsible behavior;
- promote self-monitoring and foster self-discipline;
- help the student recognize the impact of their choices on others;
- ensure the rights and personal dignity of others;
- generate a close working relationship with the home, the school, and the community;
- provide disciplinary options that are appropriate to misconduct;
- differentiate between minor and serious offenses;
- protect and maintain public and private property; and
- comply with federal, state, and local laws.

The Students

Students attend and participate in the school program so that they may develop to their fullest potential. It is the responsibility of the student to abide by the school's rules and regulations, maintain timely and regular school attendance, contribute to a learning atmosphere generating mutual respect and dignity for all, and make an earnest effort to do their best work.

The Parents and Guardians

A strong partnership between home and school contributes to a student's successful development and achievement. To achieve this partnership, parents and guardians are expected to ensure their child(ren)'s regular school attendance; teach their child(ren) self-respect, respect for the law, respect for others, and respect of public property; and support the district staff in their efforts to maximize the achievement of their child(ren).

The Staff

The staff recognize their charge in educating the children of the community, and as such, plan and conduct a program of instruction that engages students; promotes a climate of mutual respect and dignity, a climate that strengthens the students' positive self-image; establishes and supports a strong partnership between home and school; and skillfully distinguishes between minor student misconduct best handled by staff and major problems requiring the assistance of administration.

In all cases in which students are excluded from class by the action of a school official, students shall have the opportunity and responsibility to make up exams and work missed while serving consequences.

The Administration

As the educational leaders of the school and district, the administration establishes an orderly and respectful learning atmosphere guided by a clear code of student conduct as well as the on-going professional development to ensure the staff's successful implementation of the code. Efforts to establish



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a proactive approach to student discipline coupled with the emphasis on an engaging learning atmosphere is central to the school's work. Administration monitors the effectiveness of the student code of conduct and works collaboratively with students, parents/guardians, and staff to apply the code and related consequences in a fair and equitable manner.

Board Approved 5/29/2018

Effective 7/1/2018

STUDENT CODE OF CONDUCT

The Wissahickon School District Student Code of Conduct has been developed in accordance with Board of Directors' Policy #218 and other related Board Policies as well as the Pennsylvania School Code Sections 511, 1317, 1317.1, and 1318.



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LEVEL	DESCRIPTION OF BEHAVIOR	EXAMPLES	DISCIPLINARY OPTIONS / RESPONSES
I	<p>Misconduct on the part of the student that impedes classroom procedures or interferes with the daily operation of the school.</p> <p>This level of misconduct is addressed by the individual staff member but may require the intervention of administration in conjunction with other school professionals.</p>	<ul style="list-style-type: none"> • Disturbance out of class (hall, cafeteria, yard, etc.) • Disrespect • Disruption of learning • Tardiness • Abusive language • Non-defiant failure to complete assignments • Inappropriate use of a computer or computer network 	<ul style="list-style-type: none"> • Behavioral contract (informal) • Counseling • Detention • Loss of privileges • Parent contact • Peer Mediation/Counseling • Restitution • Restorative Intervention • Special assignment • Student Conference • Temporary removal from class/activity • Temporary loss of computer privileges • Warning
II	<p>Misconduct on the part of the student frequently or seriously interferes with the learning climate of the school.</p> <p>This level of misconduct, which usually result from the continuation of LEVEL I or more serious misbehaviors, will likely require the intervention of administration.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL I misconduct • Truancy • Disruptive behavior • Forging notes or excuses • Cheating and lying • Cutting class • Insubordination • Intimidation/threats • Unauthorized leaving of school property • Profane or obscene language • Offensive ethnic and/or racial comments • Unauthorized possession of any electronic device • Installation of games, programs or other files not owned or authorized by the District on computers or networks • Using data networks for lobbying or non- school related activities • Possession of pornographic material • Other offenses fitting the definition of LEVEL II misconduct 	<ul style="list-style-type: none"> • Any appropriate response from LEVEL I • Behavior modification plan • Co-curricular probation • In school suspension • Loss of privileges • Loss of computer privileges • Out-of-school suspension (one to three days) • Referral to outside agency • Schedule change



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III	<p>Misconduct directed against self, persons or property, but whose consequences moderately affect the health, safety, and welfare of others in the school or which require referral to law enforcement officials.</p> <p>This level of misconduct might be considered criminal, but most frequently can be addressed by the disciplinary mechanism in the school. The corrective measures that the school should undertake depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL II misconduct • Fighting • Vandalism • Hazing • Use or possession of tobacco, vaping products or paraphernalia. • Bullying/Cyber Bullying • Theft/possession/sale of stolen property • Irresponsible use of motor vehicles • Sexual harassment/misconduct • Direct threatening call, letters, or e-mails • Ethnic and/or racial intimidation • Modifying files or other data not belonging to student on computer or data network • Changing passwords belonging to other users or misrepresenting other users on any computer or data network • Using the data network to disrupt the work of others • Modifying computer hardware or software without authorization • Theft of computer hardware or software • Other offenses violating the Pennsylvania Crimes Code • Other offenses fitting the definition of LEVEL III misconduct 	<ul style="list-style-type: none"> • Any appropriate response from LEVEL II • Alternative program • Extended loss of computer privileges • Out-of-school suspension – one to ten days • Referral to law enforcement officials
IV	<p>Misconduct directed against self, persons or property, but whose consequences significantly affect the health, safety, and welfare of others in the school or which require referral to law enforcement officials.</p> <p>This level of misconduct is clearly criminal and so serious that it requires administrative actions that will result in the immediate removal of the student from school, the intervention of law enforcement authorities, and possible action by the Board of School Directors.</p>	<ul style="list-style-type: none"> • Continuation of LEVEL III misconduct • Terroristic threats • Assault/battery • Vandalism • Arson • Using the data network for illegal activity commercial or profit making purposes • Abusing or destroying computer hardware or software • Other offenses fitting the definition of LEVEL IV Misconduct 	<ul style="list-style-type: none"> • Any appropriate response from LEVEL III • Expulsion • Other board action which results in appropriate placement • Referral to local law enforcement agency for prosecution



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V	<p>Misconduct involving the possession, use or involvement of any nature with any unauthorized substance in school, on school property, at any school sponsored activity, on any public or private conveyance providing transportation to or from school sponsored activity.</p> <p>These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.</p>	<ul style="list-style-type: none"> • Use of an unauthorized substance • Possession of an unauthorized substance • Involvement of any nature with a unauthorized substance • Inappropriately using, furnishing, selling or possessing over the counter medication 	<p>First Offense</p> <ul style="list-style-type: none"> • Completion of drug/alcohol assessment and compliance with resultant recommendations • Counseling • Drug and Alcohol Rehabilitation • Five to ten day suspension. Length of suspension determined by high school administration • Referral to SAP <p>Subsequent Offenses</p> <ul style="list-style-type: none"> • Alternative school • Expulsion • Other board action which results in appropriate placement
VI	<p>Misconduct involving the possession of a weapon or facsimile thereof to school or school-sponsored event.</p> <p>Misconduct which involves the sale, furnishing or possession with the intent to distribute of an unauthorized substance in school, on school property, at any school sponsored activity, on any public or private conveyance providing transportation to or from school sponsored activity.</p> <p>These actions are criminal and will always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action taken by the Board of School Directors.</p>	<ul style="list-style-type: none"> • Possession of a weapon in school • Bringing a weapon to school or on school property • Bringing a weapon to any school sponsored activity or upon any public or private conveyance providing transportation to or from a school sponsored activity • Selling an unauthorized substance to others • Possession of an unauthorized substance with the intent to distribute • Furnishing an unauthorized substance to others 	<ul style="list-style-type: none"> • One year or longer mandatory expulsion, unless the superintendent determines on a case-by-case basis, that there are extenuating circumstances in a particular case, and recommends that a lesser discipline should be given.

WSD Board Policy: #218 Student Discipline

Note: For the purpose of this policy, the term "unauthorized substance" includes any illegal substance, look-alike substance, prescription medication, over the counter medication, alcohol-containing substance, or potentially mood-altering substance.



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PROCEDURES FOR ADMINISTRATION (For Administrators' Use Only)

LEVEL 1 PROCEDURES

1. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
2. Repeated misbehavior requires a student conference with the counselor, teacher, and/or administrator.
3. A proper and accurate record of offenses and disciplinary action is maintained by the staff member and, upon written referral to a building administrator, is recorded in the disciplinary files.

LEVEL 2 PROCEDURES

1. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
2. The student is referred to the administrator for appropriate disciplinary action.
3. The administrator or designee meets with the student and/or teacher about the student's misconduct and the resulting disciplinary action.
4. The teacher is informed of the administrator's Actions
5. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
6. Parents are informed and involved.
7. If a suspension is considered, all procedures are in accordance with Board Policy #218.2.
8. Student is referred to guidance counselor.

LEVEL 3 PROCEDURES

1. There is immediate intervention by the staff member who is supervising the student, provided that such intervention can take place safely.
2. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
3. The administrator meets with the student about the misconduct and the resulting disciplinary action.
4. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.
5. Law enforcement officials are contacted, when appropriate.
6. There is restitution of property and damages.
7. If a suspension is considered, the student shall be advised of the reasons for the suspension and given the opportunity to respond before the suspension becomes effective.
8. Parents are informed and involved.
9. Student is referred to guidance counselor.

LEVEL 4 PROCEDURES

1. There is immediate intervention by the staff member who is supervising the student or who observes the misconduct, provided such intervention can take place safely.
2. The administrator verifies the offense, confers with the staff involved, and meets with the student.
3. The student is immediately removed from the school environment.
4. If a suspension is considered, the student should be advised of the reasons for the suspension and given the opportunity to respond before the suspension becomes effective.
5. Referral is made to the Superintendent of Schools.
6. Law enforcement officials are contacted.
7. A complete and accurate report is submitted to the superintendent for possible board action.
8. The student is given a full due process hearing before the board, if expulsion is recommended.
9. Parents are informed and involved.

LEVEL 5 PROCEDURES

1. There is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely



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2. Any employee not a member of the teaching staff who believes a student is guilty of LEVEL V misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the principal of the building attended by the student in question
3. The principal must immediately verify the offense, and if appropriate, meet with the student. The principal is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians, and law enforcement officials are to be notified immediately
4. The principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours
5. The Superintendent is to file a report with the Board

LEVEL 6 PROCEDURES

1. There is immediate intervention by the staff members who is supervising the students or who observes the misconduct, provided such intervention can take place safely
2. Any employee not a member of the teaching staff who believes a student is guilty of LEVEL VI misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the principal of the building attended by the student in question
3. The principal must immediately verify the offense, and if appropriate, meet with the student. The principal is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately
4. The principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours
5. The Superintendent is to file a report with the Board