

STUDENT CODE OF CONDUCT
(Board Policy# 218)

Following is the Mahanoy Area School District Discipline Policy. The policy is divided into four (4) discipline code levels, and is designed to provide an environment that is conducive to learning. The objective of our discipline code is to help our students develop a sense of citizenship and social responsibility.

The Student Code of Conduct applies to all school activities.

The administration shall develop procedures for gathering documentation on all violations. Boldface numbers following the examples refer to school board policy.

DISCIPLINE CODE

LEVEL 1

Examples

- Cheating or lying
- Eating in unauthorized areas
- Horseplay (i.e. rough boisterous behavior)
- Inappropriate wearing apparel
- Loud boisterous noise
- use of non-instructional items
- (audio devices, playing cards, toys, etc.)
- Public displays of affection.
- Running in classrooms, halls, cafeteria, etc.
- Tardiness to homeroom or class
- Throwing objects (pencils, erasers, etc.)
- Sleeping in class
- Violation of teacher's classroom procedures
- Leaving the cafeteria with food

Disciplinary Options/Responses

Demerit System:

Teachers may issue a demerit for each offense. When a student has accumulated 3 demerits, level 2 disciplinary options will be given.

DISCIPLINE CODE

LEVEL 2

Examples

- Continuation of Unmodified Level 1 misbehaviors. (accumulation of 3 demerits)
- Scuffling, i.e. pushing, tripping
- Acting in an insubordinate manner
- Bus disturbance

Disciplinary Options/Responses

Detention
Withdrawal of Privileges
In-School Suspension 1-10 days
Out-of-School Suspension 1-10 days
Parental Conference
Loss of School Transportation
Confiscation of Material
Referral to Outside Agency

- Cafeteria disturbance
- Cutting class
- Dressing in such a manner as to cause disruption in the educational process.
- Use of cell phone during school hours (**Board Policy #237**)
- Falsification of records, excuses, passes, signatures, schedules, etc
- Loitering in unauthorized areas of school building & grounds
- Possession of obscene materials.
- Hazing (**Board Policy #247**)

**DISCIPLINE CODE
LEVEL 3***

Examples

- Continuation of Unmodified Level I and/or Level 2 Misbehaviors.
- Leaving school grounds without permission
- Disrespect to or defiance of a School Employee
- Assault and/or battery on another students or school employee.
- Dissemination of unauthorized materials.
- Extortion
- Fighting
- Indecent exposure
- Intimidation: threat to student(s) and/or school personnel, including false accusations
- Leading or participating in a walkout
- Theft/possession/sale of another's property
- Vandalism/Defacing School Property \$200 (**Board Policy #224**)
- Violations of the Vehicle Code

Disciplinary Options/Responses

Temporary removal from class
 In-school suspension (3-10days)
 Out-of-school suspension (1-10 days)
 Parental Conference
 Withdrawal of privileges
 Restitution of property
 Recommendation for outside agencies
 Confiscation of material
 Citation under the PA School Code

- Infraction of I.S.S. rule or rules
- Gambling
- Smoking and use or possession of tobacco products
- Misuse of copiers, computers/Internet (815)
- Use of obscene language or gestures
- Showing flagrant disrespect to school in words
- and/or gestures
- Parking/driving violations

**DISCIPLINE CODE
LEVEL 4***

Examples and Recommendations

- Continuation of Unmodified Level 1,2,and/or 3 Misbehavior
- Assault and/or battery on any school employees.
- Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at school sponsored activities.
- Arson or Bomb Threat. **(218.2)**
- Engaging in conduct so disruptive as to interfere with the orderly operation of the schools or which create a clear and present danger to health and welfare of the school community.
- Harassment of school personnel. **(Board Policy #248)**
- Leading or participating in a riot.
- Possession/use/furnishing/selling of controlled substances (alcohol or drugs). or “look alikes” **(Board Policy #227)**
- Possession/use/transfer of dangerous weapons, “look alikes” or explosives. **(218.1)**

Disciplinary Options/Responses

- Setting off incendiary devices (fire crackers, smoke bombs, etc.)
- Out-of-School Suspension with an informal hearing (5-10 days)
- Referral to appropriate agencies (law enforcement, psychological, drug and alcohol)
- Restitution
- Confiscation of material
- Formal hearing with the Board
- Expulsion
- Alternative Education Placement
- Citation under the PA School Code

- Unwarranted pulling of a fire alarm.
- Vandalism of school property or personal property or school personnel. (**Board Policy #224**)
- Harassment/Sexual Harassment. (**Board Policy #248**)
- Use of inhalants (**Board Policy #227**)

*NOTE: Violation of any level 4 discipline code will be referred to the Student Assistance Program offered by the Mahanoy Area School District.

DETENTION

1. School detentions are held Tuesdays and Thursdays after school from 2:35 to 4:00 PM. The principal, as well as any teacher has the authority to assign a Detention.
2. A notice will not be sent home concerning the detention with the student. It is the responsibility of the student to notify their parent/guardian.
3. If a student is absent on the day of an assigned detention, the detention is to be served on the first detention day of the student's return to school. Excusal from the detention may be granted for legitimate cause **only** if the request is presented **prior** to the scheduled time of detention.
4. The rules of Team Detentions are:
 - a) Do not be late.
 - b) No talking
 - c) Face forward, feet on floor, hands on desk. Do not put your head down. You are to be prepared to work.
 - d) You are not excused until 4:00 PM for **any** reason(s).
5. Failure to report to detention will result in the following disciplinary action:
 - 1st offense – 1 additional detention will be assigned
 - 2nd offense – 1 day of ISS will be assigned, student must make up the missed detention
 - 3rd and subsequent offenses – charges to the magistrate

Any problems will be referred to the Administration.

SUSPENSIONS (**Board Policy # 233**)

At the time of each in or out of school suspension, the parent will be notified of the suspension by mail. A student on suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension. However, if a suspension occurs on a Friday and is the final day of suspension, the student may participate in activities on the weekend before re-admitted to school on Monday.

NOTE: There will be an attempt to notify parents of each offense requiring In-School Suspension,

In-School Suspension

Students have a right to public education without being hindered by students who misbehave. Students who violate school procedures and are assigned to (I.S.S.) In-School Suspension must do the schoolwork while in the room or they do not get credit for the day. Students who are assigned to the room for more than one day will be given additional assignments from their teachers. These assignments will consist of class work and activities based on their individual violations. Students' misbehavior in the room will not be tolerated. A student who violates the rules of in-school suspension will be given an additional day of I.S.S. or O.S.S. accompanied with a citation. If a student refuses I.S.S., he/she will receive a minimum three (3)-day out-of-school suspension plus a citation to the magistrate.

The rules of the In-School Suspension Room are as follows:

1. No talking
2. No sleeping
3. No making disturbing noises
4. No passing notes
5. No distracting other students
6. Students will sit properly in their chairs or desks, i.e. all four (4) legs of the chair or desk must be on the floor.
7. Students must work on school assignments every period to receive credit for the day.
8. Students in I.S.S. will sign out for lavatory visits. Only two (2) visits will be allowed per day (one in the morning and one in the afternoon). Students will not be permitted out of the I.S.S. room during passing of classes or during special events.
9. All student's books and materials should be in the student's possession at the beginning of first period.
10. Daily work will be returned to the office by the seventh period I.S.S. teacher.
11. Students on I.S.S. may not participate or practice in any extra curricular activity for that day.
12. Any student on I.S.S. for more than one offense or on O.S.S. for any length of time may not be allowed to attend a class field trip or club trip.
15. Students on I.S.S. will be served a brown bag lunch in the I.S.S. Room.

Out of School Suspension

Temporary OSS is defined as up to and including three (3) days. Full OSS is defined as from four (4) to and including ten (10) days. Students involved in offenses leading to a "full suspension" shall be offered an informal hearing between the hours of 9:00 A.M. and 2:00 P.M. during the first three (3) days of "temporary suspension."

Students shall be permitted to make up work missed while being disciplined by temporary or full suspension within the following guidelines:

1. Students must request and complete the missed work within a period of

numerically equal to not more than 1 + the number of school days missed due to suspension. For example: If the length of the suspension was three (3) days, the student would be given four (4) days from the time he/she returned to class to request and complete the assigned work.

2. Failing grades will be given for all work not completed by the due date.
3. Teachers are not responsible for re-teaching the missed material.

Students serving OSS, along with a parent or guardian must attend a reinstatement hearing with the principal before returning to school.

STUDENT RIGHTS AND RESPONSIBILITIES

At Mahanoy Area, we recognize that students have the right to:

- Inquire, question, exchange ideas, and express themselves in reasonable and mannerly ways.
- Due process.
- Freedom of association.
- Freedom of peaceful assembly and petition.
- Form and participate in a student government.
- Freedom from discrimination.
- Equal education opportunity.

Each right has accompanying responsibilities. The school community expects students to:

- Accept the consequences of their own actions.
- Respect the rights of others.
- Practice academic honesty.
- Attend school regularly, to be prompt in attending classes and activities, and actively participate in the educational process.
- Respect school property and follow all school rules.
- Be willing to volunteer information pertaining to violation of rules.
- Dress and groom to meet reasonable safety and health standards.

Not disrupt the educational process.

STUDENT EXPRESSION

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others and/or are forms of harassment. Such expressions are those that libel any specific person or persons; seek to establish the supremacy of a particular religious denomination, sect or point of view; advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students; are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them; incite violence; advocate the use of force or urge the violation of law or school regulations; advertise goods or services for the benefit of profit making organizations; and solicit funds for non-

school organizations or institutions when such solicitations have not been approved by the Board.

Students who wish to distribute materials must submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent and the Board in accordance with district rules.

Distribution of printed materials can take place only at the places during the times set forth in the rules and regulations of this district in order that such distribution not interfere with the orderly operation of the schools.

BREATHALYZER

To prevent our students from using alcohol at school events, the school district recently purchased a Breathalyzer instrument to be used for school activities. The instrument measures the presence of alcohol in a person by having he/she breathe into it.

Students attending our Homecoming Dance and all dances in the future will be subject to random testing by our security staff. The procedure will be as follows:

- Students will be selected for testing at random with the Breathalyzer upon entrance to the event. The Breathalyzer will be sanitized after each use.
- Any student who refuses to use the Breathalyzer will not be admitted to the event
- During the event, any student who is suspected of using alcohol will be asked to use the Breathalyzer.
- If the student refuses, he/she will be asked to leave the dance, and the parent/guardian will be called and informed of the student's decision. If the student's physical condition is a threat to health or safety of the student, he/she will not be allowed to leave the activity until a parent/guardian arrives.
- Any student who tests positive will be referred to law enforcement, parent/guardian will be called, and the student will be subject to the school discipline code, which mandates a 10-day school suspension and referral to the Student Assistance Program.

It is the decision of the Mahanoy Area School District to take a pro-active position when it comes to the safety of our children. We hope the community, parents, and children will support our efforts and actions.

LIBRARY RULES

- (1) The library will be open daily from 7:30 AM until 3:00 PM.
- (2) If you are not scheduled for the library, to be admitted, it is necessary to register with the librarian or library aide for the desired period.
- (3) Library passes are not required from 2:30 PM to 3:00 PM.
- (4) Subject teachers will make advance arrangements to have students use the library during class periods. If an entire class uses the library during a class period, they are to be accompanied by the teacher in charge.

- (5) Subject teachers will have priority use of the library.
- (6) It is absolutely imperative to keep an atmosphere in the library that will be conducive to library work.
- (7) Nonfiction, fiction, RESERVE BOOKS, and story collection books will be stamped for two weeks. Reference books may circulate overnight only. Ten cents a day will be charged for overdue nonfiction, fiction, RESERVE BOOKS, and story collection books. Twenty-five cents a day will be charged for any overdue reference or interlibrary loan book.
- (8) No periodicals (magazines) or newspapers are permitted to leave the library.
- (9) Students are subject to referral to the principal for failure to turn in books or for failure to pay fines. If books are not returned at the end of the school year, no future withdrawals or checkouts will be permitted.
- (10) All book bags, backpacks, or gym bags must be put in the “book bag drop off area” by the main entrance of the library.
- (11) Students may sign out a maximum of 4 books from their library.
- (12) Library homeroom passes must be secured from the librarian or the library aide the day before they can be used for a homeroom period.
- (13) Improper use of library computers, printers, keyboards, or other computer equipment will result with the student’s loss of their library privileges for the remainder of the school year.
- (14) All students who are in the library at 2:20 PM will remain there until 2:30 PM dismissal. No exceptions.
- (15) Only school related work can be copied for FREE on the library’s photocopier.
- (16) A fee will be charged for photocopying anything that is not school related.
- (17) Push in the chairs at the library tables and computer areas.
- (18) Always return to the main menu when using a library computer.
- (19) Student computer files and documents will be erased every Friday on all library computers to keep them running smoothly.
- (20) Approval to use the library’s color printer must be given by the librarian or the library aide before using it.
- (21) All students must sign in and out of the library at all times and also take the Library Hall pass.
- (22) Prohibited websites – games, chat lines, and email sites.

DRESS CODE
(Board Policy #221)

Examples of inappropriate dress include, but are not limited to the following:

- Hats, caps, bandannas, and sunglasses worn in the building (all head apparel)
Note: Sunglasses must not be worn except with prior administrative permission. Under this circumstance, students must carry written authorization with them at all times.
- Jeans with holes without patches on them. Low-riding baggy jeans and shorts, Articles of clothing that reference drugs, alcohol, tobacco products, obscenities, sexual connotations, or that contains a statement which is derogatory to any racial, ethnic or religious group Clothing depicting violence. Clothing or insignia related to gangs, racist or hate
- Coats or jackets during the school day
- Soiled or torn clothing
- Chains hanging from pants, heavy chains, dog chains, choker collars and excessive beads
- Tank tops, halter tops, tube tops, cutoff shirts, crop shirts, sheer tops, mesh tops, bare midriffs, bare backs, muscle shirts, half-shirts, see-through blouses or that reveal an undergarment. Undershirts and under-shorts as outer garments Garments worn in such a manner as to expose
- Shorts, skirts, dresses must be mid thigh when seated
- Tight-fitted clothing
- Articles of clothing made of Spandex or cut-off shorts
- Tattoos displaying messages with implication of a sexual nature, obscenities, suggestive remarks, negative comments about another culture, or reference to illegal substances may not be visibly displayed and must remain under appropriate clothing.

In addition to the above, the administration reserves the right to make a decision regarding the appropriateness of student dress.

When a student's dress presents a danger to his/her health and safety or creates a distraction to the learning process, the student will be requested to make changes.

Violation of the dress code will result in disciplinary action.

Special Circumstances:

For the safety and welfare of everyone, teachers may limit the kind of clothing that may be worn by students in classes such as Physical Education, Science laboratories, Consumer Science and shop classes.