

Pine-Richland School District



2014-2015

Discipline Code

Pine-Richland School District Discipline Code

Purpose

The purpose of the Pine-Richland School District (PRSD) Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district. Parents are encouraged to become familiar with the PRSD Discipline Code and to review these documents with their children.

Parents, guardians and students are also referred to Policy No. 218 of the Board Policy Manual for additional information regarding the Discipline Code, student conduct and consequences of inappropriate or proscribed behaviors and conduct. In the event of any conflict between the terms of this Discipline Code and any board policy, the applicable board policy will control and take precedence.



Goals

- To ensure the rights and personal dignity of students and staff
- To emphasize the need to accept personal responsibility for self-discipline
- To assure a fair, consistent, reasonable approach to the administration of the discipline code
- To maintain an effective and safe teaming environment
- To protect and maintain school property
- To identify and assist students who demonstrate inappropriate behavior

The Discipline Code consists of four levels. Levels I, II, III and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed and instead demonstrate good conduct.

The examples provided in this Discipline Code are not all-inclusive, and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel.

Any student found in violation of Pine-Richland Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.



Attendance

Students are expected to report to school on time each day and to report to all classes and study halls on time. A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness. This excuse is required within **five days** after the absence or tardy to school. Tardiness or absences, which are unexcused after the five days, are recorded as permanently unexcused.

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

Early Dismissal

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal in pen on suitable stationery, which the student should present to the school office or attendance office at the start of the school day. Electronic, scanned excused, with parental signatures are also acceptable. The note must state: student's full name, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office/attendance office when leaving the building for an early dismissal.

Excused Absences

Five reasons are defined as excused absences from school:

1. Observance of Religious Holidays
2. Health Care
3. Illness or Other Urgent Reasons
4. Educational Trips with Prior Approval (Note: A completed **district trip request form** must be submitted to the principal two weeks prior to the trip)
5. Other approved absences such as Tutoring, Homebound Instruction, Work Study or Graduation Preparation

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student's teachers. The school may require the parent to verify a student's illness by a written statement from a physician.

Tardy to School

Students are expected to arrive at school on time each day. Entering the school building anytime after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office or attendance office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within five days after the tardy.

Any tardy remaining as unexcused after five days will be permanently recorded as ‘unexcused’ and will result in consequences as outlined in the Discipline Code. Tardiness to school must be for valid reasons. “Sleeping in”, “missing the bus” and “car problems” are not considered as valid reasons for being tardy. A late school bus is a valid excuse.

Refer to Policy 204, for more information related to student attendance.

Truancy

The laws of the Commonwealth of Pennsylvania provide for a \$300 per day fine and allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child’s school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. This law also provides that truant students can lose their driver’s license for 90 days for a first offense and six months for a second offense.

Unexcused Absences

If the reason for a school absence is outside of the above mentioned conditions, or if a student fails to submit a written excuse within five school days, the absence will be recorded as unexcused. ***Refer to Policy 204, for more information related to student attendance.***



Bullying/Cyber Bullying

According to Pennsylvania Statute, “Bullying” means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
 - Substantially interfering with a student’s education;
 - Creating a threatening environment; or
 - Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, “school setting” means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes “cyber bullying”, which involves the use of electronic devices to engage in any of the conduct described above.

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences provided under **Policy 249** to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident’s alignment to criteria 1, 3, and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyber Bullying

- **Power:** It is bullying and not just playing around, when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few. The person who bullies watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless...it seems that nothing will stop the treatment.
- **Repeated, Intentional Actions:** Negative actions are repeated, happening over and over in many different settings. Usually adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.
- **Different levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or look triumphant (“I gotcha!”), and one is crying or looking frightened, humiliated, confused, or angry.

Examples but Not Limited to:

- Taking another person’s property
- Hitting another person
- Taunting
- Persuading people to reject or keep out another person
- Spreading false rumors
- Name calling
- Writing hateful notes

Reports of “bullying” should be made to a building principal, assistant principal, or guidance counselor.

Bullying/Cyber Bullying may have Level I or higher consequences. In addition, conduct which constitutes Bullying or Cyber Bullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

Please refer to Board Policy Nos. [103](#), [103.1](#), [247](#), [248](#) and [249](#) for additional information regarding Non-Discrimination, Unlawful Harassment, Hazing and Bullying/Cyber Bullying.

Care of School Property

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies and equipment entrusted to their use. Students who willfully damage school property will receive consequences which include legal consequences. Parents may be held liable for any damage or destruction to school property caused by their children.

Delinquent vs. Criminal Acts

Pennsylvania law provides that any person age 15 or older who commits a violent crime and committed either the crime with a deadly weapon or previously has been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

Discrimination

The School Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the Superintendent, building principal or school psychologist in accordance with School Board Policies #**103** and #**103.1**, which can be found on the school **district's website**, and applicable guidelines that can be obtained through a request to the Superintendent, building principal or school psychologist. Reports of discrimination may also be forwarded to the school district's Section 504 Coordinator at:

Lead School Psychologist
Richland Elementary
3811 Bakerstown Road
Gibsonia, PA 15044
724-443-7230 x6503



Dress and Grooming

All students are expected to dress in a manner that promotes school pride and enhances the school's image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination.

Dress Code Guidelines

- Clothing and hair should be clean and not disruptive to the learning environment.
- Headgear, sunglasses, and heavy chains are not permitted.
- Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.
- Outerwear (coats and jackets) should remain in lockers or storage areas during school hours.
- Students will be permitted to carry only one bag to classes to include, but not limited to, a book bag, purse and gym bag.
- Revealing clothing (halters, thin straps) or clothes which expose midriff or back are not permitted.
- Dresses, skirts and shorts must be fingertip length. Tight fitting pants, dresses, and skirts must be worn with a top that is fingertip in length.
- Clothing with holes or slashes is not permitted.

Driving to School

Driving in personal vehicles to and from school is limited by [school policy](#) to special circumstances and is by permit only. Students are strongly encouraged to utilize the district-provided bus transportation to and from school. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to high school Seniors and Juniors possessing a valid Pennsylvania driver's license (not a PA Learners' Permit) and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders, and loss of driving/riding privileges is available on the [high school website](#).

Drugs and Alcohol

The Pine-Richland School Board takes a no tolerance attitude toward the use or abuse of drugs and alcohol. District policy prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored curricular and extra-curricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy include the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia.

Distribution of Drugs/Alcohol

The consequences for distributing, sharing, or involving others in the use of drugs and/or alcohol in school include all of the consequences listed above, plus possible referral to the school board for expulsion.

Possession/Use of Drugs/Alcohol

The following consequences are in place for students possessing and/or using drugs and/or alcohol:

- Suspension (3 -10 days)
- Parent conference required before returning to classes
- Referral to the police
- Referral to drug and/or alcohol treatment

Consequences may also include a conference with the superintendent, a behavior contract, longer term suspension, alternative educational placement, and/or temporary or permanent expulsion.

Sale of Drugs/Alcohol

The sale of drugs and/or alcohol in the PRSD will not be tolerated. Students will be adjudicated before both the Pine-Richland Board of School Directors and appropriate legal authorities. The school consequence is permanent expulsion from the district. The police and district attorney will determine the legal consequences.



Electronic Devices

The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in [Board Policy No. 237](#). Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal. Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

Please refer to [Board Policy No. 237](#) for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Policy No. 237 will be considered a Level I consequence.

Glass Containers

Glass containers are **NOT** permitted in school buildings.

Illness at School

A student who becomes ill at school should ask for a pass to the health office. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class.

Leaving the School Building or Property

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

Lighted Objects

It is a violation of the fire code to have a lighted object in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, lighter, match, etc.) or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

Participation in Special Events

(Activities/Athletics)

Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend **one-half of the school day** with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity.

Participation in extracurricular activities and athletic events is a privilege. Violations of the Discipline Code may also result in exclusion from participation in such events and activities, in addition to the consequences set forth below. Students assigned to in-school or out-of-school suspension are prohibited from participating in activities/athletics until the day after the suspension ends.

Safe Schools Act

Pennsylvania law requires a mandatory one year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

School District Lockers

Lockers are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants.

School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly. It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.

Smoke-Free Campus

For the safety and well-being of our students, staff and visitors, all PRSD buildings, fields, and stadium are designated as smoke-free areas. Board policy authorizes the 24-hour, year-round smoke-free status. Smoking or the use of smokeless tobacco, by any person at any time, is prohibited. This policy applies to any person using or renting school facilities at any time.

Possession and Use of Tobacco

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, and all other tobacco and smokeless tobacco products (chew and look-alike products) in school buildings, on school buses, on school property, and at school-sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, students will be issued a citation for use or possession of smoke or smokeless tobacco.

Student Access to Technology

As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Student Access to Technology Resources Agreement. Students and parent will be expected to sign this agreement on an annual basis. This agreement provides that:

- Technology resources are to be used only for learning within the district's approved curriculum.
- Accounts are to be used only by the authorized student owner. Passwords are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside disks may not be used without prior teacher approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared over the Internet
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files which may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or

federal, state or local law or regulation is prohibited.

- Network users may download educationally appropriate materials for their own use.
- Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user's privileges and assessment for damages.
- All information stored on district resources is the property of PRSD.

***NOTE:** Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action. Please refer to **Board Policy No. 815** for additional information regarding appropriate use of district technologies.*



Student Expression

The rights of students to express themselves in words or symbols are limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Student expressions which violate the rights of others are prohibited. Such expressions are those which:

- 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 encourage the violation of law or school regulations; or
- Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the board.

Student Expectations and Behavioral Guidelines

Conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment. While self-discipline is the district's primary goal, from time to time, the school district may take disciplinary action to accomplish the following objectives:

1. To assist young people in developing acceptable behavior patterns in school and in the community
2. To assist young people in developing respect for themselves, other students, faculty and advisors, school property, and safety in general
3. To assist young people to become responsible adults
4. To provide young people with a firm yet responsible framework upon which they may develop to their fullest capacity, compatible with the goals of home and community, and whose end result is good citizenship and responsible character development

Students are expected to know and respect the rules and regulations of the district and its schools, and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense, good faith, and a shared desire for a safe and healthy learning environment are the key ingredients of this Discipline Code.

Expectations for student behavior can be summarized in several simple, yet important terms. Students are expected:

- **To Be Prompt**
- **To Be Prepared**
- **To Be Polite**
- **To Participate**
- **To Progress**



Most students easily meet these expectations.

They are successful in school because these behaviors have been learned at home and practiced in school. Students who do not meet these expectations will be assigned consequences of various levels to encourage them to change their behavior.

The School Board Policy Manual, including all current and up-to-date amendments, is maintained under the **School Board Tab** on the District Web site. A hard bound copy is also available for inspection in the PRSD Administrative Office and in the public libraries located in the townships of Pine and Richland.

Terroristic Threats or Acts

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Pine-Richland School Board may recommend that the student be permanently expelled from PRSD.

Unlawful Harassment

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. A substantiated charge of harassment will subject the student to disciplinary action and may include Level II or higher consequences, educational activities or counseling services.

Ethnic and Racial Harassment

Ethnic and racial harassment includes the use of derogatory words, phrases or actions to characterize offensively a given racial or ethnic group. Further, the following behaviors may constitute racial or ethnic intimidation:

- Pressure to engage in racial or ethnic intimidation
- Repeated remarks of demeaning racial or ethnic Implications
- The demeaning display of depiction or any racial or ethnic group

Sexual Harassment

Includes but Not Limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications or unwanted touching

Weapons

Pursuant to **Board Policy No. 218.1** and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, explosive devices, and/or any other tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.



Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such student will also be referred to local law enforcement authorities for criminal prosecution. School premises is defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips.

Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class.

Please refer to Board Policy No. 218.1 for additional information.

Discipline Structure

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence.

School District Bus "Discipline Code"

Safety, respect and courtesies are expected of all students who ride Pine-Richland school buses, to and from school, field trips, athletic events or student activities. The rules for safe bus behavior are listed below. During the bus ride, students are expected to display courtesy and respect.

Level I Bus Conduct

- Remain seated at all times.
- Do not stand until the bus comes to a complete stop.
- Use of electronic devices must be in accordance with [Board Policy 237](#) and must not distract or disrupt other passengers or the vehicle operator or otherwise pose a hazard to the safe operation of the vehicle.
- Do not bring animals on the school bus unless expressly authorized.
- Shouting and/or using obscene, vulgar or unacceptable language in or outside of the bus is not permitted.
- Do not extend your head, arm, hand or any part of you out the bus window.
- Speak respectfully to the school bus driver.

Consequences of Level I School Bus Misbehavior:

- Driver/student conference and warning
- Assigned seats
- Principal/student conference and warning
- Parent/principal conference
- Bus suspension (one or more days)

Level II Bus Conduct

- Do not damage the bus in any way.
- Do not damage personal property of others on the bus.
- Do not litter in the bus. Spitting is prohibited.
- Do not throw anything inside the bus or out the bus windows.
- Do not throw objects or cause injury to others on the bus.
- Unwanted physical contact is prohibited.



All bus riders are to follow any special instructions given by the school bus driver. This may include sitting in assigned seats.

Consequences of Level II School Bus Misbehavior

- Principal & parent notified of first offense
- Restitution for property damage
- Bus suspension (One or more days)
- Report filed with local police

Level III Bus Conduct

- Fighting on the bus is prohibited.
- The use or possession of weapons, drugs,

tobacco, alcohol or look-a-likes is a serious violation of the discipline code and will be dealt with accordingly.

Consequences of Level III School Bus Misbehavior

Principal and parent notified; bus suspension to run concurrently with other disciplinary penalties.

School District Discipline Code

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence. Each building may have additional guidelines for student behavioral expectations.

Level I

Level I Offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which interfere with the orderly operation of the school. While these misbehaviors are usually handled by the individual staff member who observes the incident, they may require the intervention of other school personnel. Repeated instances of misbehavior at this level raise the offense to a higher level.

Examples but Not Limited to:

- Swearing
- Cafeteria misbehavior
- Unauthorized or inappropriate use of electronic devices
- Field trip misbehavior
- Hygiene issues
- Classroom tardiness
- Not displaying parking permit
- Dress code violations
- Not following the school's procedure for arriving tardy to school
- Bullying/cyber bullying
- Reprisals or retaliation for responsible reporting
- Not following the school's procedure for early dismissal
- Engaging in horseplay
- Hall roaming
- Damaging school property
- Public display of affection
- Littering
- Off-task behaviors
- Excessive talking
- Eating/drinking in classrooms or hallways
- Misbehavior in assemblies
- Unprepared for class
- School bus misbehavior

Examples of Level I Consequences but Not Limited to:

- Helping Dialogue
- Verbal Warning
- Improvement Plan
- Written Record of Offense
- Assignment to Time-Out Room
- Recess Suspension
- Detention
- Phone Call Home
- Denial of Privileges
- Confiscation

Level II

Level II Offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These infractions can result from the continuation of Level I misbehaviors or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

Examples but Not Limited to:

- Persistent Level I Behaviors
- Lying
- Cheating
- Misrepresentation of parent or guardian
- Disrespect
- Defiance of authority
- Insubordination
- Driving to school without a parking permit
- Reprisals or retaliation for responsible reporting
- Leaving school building without permission
- Sexting
- Use or possession of tobacco
- Unlawful harassment
- Not serving detention
- Unwanted physical contact
- Violation of technology agreement
- Forgery (Example: Forging a permission slip)
- Cutting class
- School bus misbehavior

Examples of Level II Consequences but Not Limited to:

- Improvement plan
- Assignment to time-out room
- Letter sent home
- Written record of offense
- Detention
- In-school suspension
- Out-of-school suspension
- Referral to police or district magistrate

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health or safety of those in the school.

Examples but Not Limited to:

- Persistent Level I or II behavior
- Disrespect
- Defiance of authority or insubordination
- Theft
- Threats
- Extortion
- Bribery
- Possession/use of drug paraphernalia
- Leaving school grounds without permission (Ex.: Cutting school)
- Possession/use of gambling paraphernalia
- Fighting
- Vandalism
- Smoke bombs
- Unsafe driving in the parking lot
- Involvement with alcohol and/or drugs
- Unlawful harassment
- School bus misbehavior

Examples of Level III Consequences but Not Limited to:

- In-School Suspension
- Out-of-School Suspension
- Parent Conference Required Prior to Return to Class
- Referral to the Superintendent
- Referral to Police
- Possible referral by the Superintendent to the PR Board of School Directors for consideration of expulsion from school

Level IV

Level IV misbehaviors disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These criminal acts always require administrative actions and may require the removal of the student from school, the intervention of law enforcement authorities and possible action by the PR School Board.

Examples of but Not Limited to:

- Persistent Level I, II, or III misbehavior
- Terroristic threats or acts
- Bomb threats
- Tampering with fire extinguishers or fire safety systems
- Arson
- Assault
- False fire alarms
- Weapons or look-a-likes

Examples of but Not Limited to:

- Out-of-school suspension
- Possible referral by the Superintendent to the PR Board of School Directors for consideration of expulsion from school
- Referral to the police and/or district magistrate
- Parent Conference Required Prior to Return to Class
- Referral to the Superintendent



The Pine-Richland School District Discipline Code is based on adopted Board Policy and is subject to change as such policies are adopted, amended or revised.



Pine-Richland School District Administrative Contacts

Title	Name	Phone	Ext.
Superintendent	<u>Dr. Brian R. Miller</u>	724-625-7773	6100
Assistant Superintendent	<u>Mr. Michael Pasquinelli</u>	724-625-7773	6110
Dir. of Finance & Operational Services	<u>Ms. Dana Siford</u>	724-625-7773	6300
Transportation Coordinator	<u>Mr. Brian J. Miller</u>	724-625-7773	6200
Director of HR & Legal Affairs	<u>Mr. Owen Kenney</u>	724-625-7773	6201
Director of Pupil Services	<u>Dr. Laura Davis</u>	724-443-7230	6505
Director of Special Ed.	<u>Mr. Noel Hutswit</u>	724-443-7230	6501
Director of Communications	<u>Ms. Rachel Hathhorn</u>	724-625-7773	6202
Director of Facilities Mgt.	<u>Mr. Gary Zang</u>	724-625-4444	6750
Director of Athletics	<u>Mr. Joshua Shoop</u>	724-625-4444	6800
Sodexo Food Services Mgr.	<u>Mrs. Diane Bucknum</u>	724-625-3550	
VARtek Technology Senior Dir. of Operations	<u>Mr. C. Scott Garrett</u>	937-733-8897	