

## **Norristown Area School District Code of Discipline**

**The PA Code of Conduct of 1949 (as revised)** specifically charges the School Boards of the Commonwealth to establish reasonable rules to govern the conduct and discipline of all pupils under the supervision of the school district.

The Norristown Area School District **Code of Conduct** is designed to meet this charge by supporting students, parents, teachers, administrators, the School Board of Directors, community agencies (including police), the community at large and establishing and maintaining a safe environment which fosters mutual trust and respect. This shall allow students to develop to their full potential in a safe environment.

The Elementary Code of Conduct has authority regarding conduct and behavior over all students at the elementary level during such time they are under the supervision of the School District. This includes the time required in transport to and from their homes, school sponsored events, exercises, games or programs.

The District Discipline Committee authorized by the Board of Directors reviews the Code of Conduct annually and the updated code is disseminated to the parents/guardians at the beginning of each school year.

### **SCHOOL DISTRICT COMMITMENT**

The Norristown Area School District makes the following commitment to our students, parents and guardians.

- Treat all parent / guardians and students with respect.
- Communicate concerns to the home in a timely manner.
- Utilize the expertise and support of the pupil service personnel for guidance, counseling and rehabilitative measures as needed for all students.
- Address discipline issues in an individual manner.
- Ensure a safe and positive learning environment for all students.
- Enforce the Code of Conduct in a fair and equitable manner.
- Comply with all Federal, State and Local mandates and laws to protect all children.
- Strive to support each child in succeeding academically, socially and behaviorally.

## **STUDENT COMMITMENT**

Students in the Norristown Area School District will be held to the following expectations:

- Students will treat peers, staff, teachers, administrators and volunteers courteously and respectfully. Parents will support and promote respectful behaviors.
- Students will attend school regularly. While there, obey all school rules and regulations and complete assignments. Parents will ensure that students attend school regularly and on time and will support the learning process.
- Students will come to school prepared and ready to learn. Parents will ensure that students do their best and will help them to do so.
- Students will accept responsibility for the care and cleanliness of school property. Parents will acknowledge and assume responsibility for the student's behavior and agree to assume financial responsibility should restitution need to occur.
- Students will report problems and concerns to the appropriate school adults in a timely manner. Parents will do likewise.

## **PARENT / GUARDIAN COMMITMENT**

The Norristown Area School District holds the following expectations of the parents/guardians:

- Treat all school district employees with respect and impart this upon their children.
- Support their children in putting forth their best effort and support them in doing so.
- Ensure their children treat fellow student with the utmost respect.
- Accept responsibility for the misdeeds of their children, including financial responsibility through restitution if appropriate.
- Communicate concerns with appropriate school employees in a timely fashion
- Ensure their children understand and engage in appropriate school behavior.
- Ensure that attendance and punctuality are a priority.

## INFRACTIONS AND CONSEQUENCES

<p><b>Level 1: Building Cafeteria Playground</b></p>	<p><b>Level 1: Interventions</b></p>
<p>100 Speak and act respectfully. Be courteous and use appropriate language at all times.            101 Follow directions by adults/staff in charge at all times            102 Keep hands, feet and objects to yourself            103 Respect all supplies, materials, school equipment and share when appropriate            104 Respect and contribute to a positive learning environment            105 Students will follow the districts Acceptable Use Policy for Network, Internet and Computers            106 Student will use manners and appropriate voice levels at all times            107 Students will keep open food in assigned areas            108 Students will remain in assigned areas in all settings            109 Students will not share food in assigned areas            110 Student will not enter a room without a teacher present            111 Students will act appropriately during assigned consequences            112 Excessive level 100 infractions</p>	<p>100 – Parent Contact by either telephone, email, letter or written letter of apology             101 – Administrative and/or Guidance Counselor consultation (Restorative Practices)             102 – Alternative placement             103 – Parent/Guardian conference             104 – Loss of privilege (*recess, school event, reward field trip, etc.)</p>
<p>The district is committed to maintaining a safe environment in all schools. To this end and in compliance with state and local laws, certain behaviors that endanger others or which reflect ongoing patterns of misbehavior are deemed serious and will <b>result in immediate consequences.</b></p>	
<p><b>Level 2: Serious Offenses</b></p>	<p><b>Level 2 Consequences / Interventions</b></p>
<p>200 Fighting            201 Fighting with sustained injury or property damage            202 Unprovoked attack on another student            203 Threatening or forceful action with intent to intimidate            204 Deliberate theft or pattern of stealing            205 Deliberate attack on employee</p>	<p>0200 –Parent conference             0201 – Alternative placement with assigned conflict resolution             0201 A - Repair of damage or</p>

<p>206 Vandalism (will additionally result in repair and/or restitution)  207 False fire alarm (must be reported to local fire authorities)  208 Terrorist threats made by students  209 Violating the districts Acceptable Use Policy for Networks, Internet and Computers  210 Students will not intimidate, bully (based on race, ethnicity, religion, gender, sexual orientation, disability, etc. – refer to district policy)  211 Students will not harass another student; this includes sexual harrassment</p>	<p>replacement of property  0201 B - Referral to appropriate personnel (counselor, pupil services, C-SAP, etc.)  0201 C – parent visitation in class  0202 – 1-3 Day ISS  0203 – 1-3 Day OSS  0204 – 4-6 Day OSS</p>
<p><b>Level 3: Criminal Offenses</b></p>	<p><b>Level 3 Consequences / Penalties</b></p>
<p>300 Possession of weapons including firearms (loaded or unloaded) and/or any objects used as a weapon  301 Possession of explosive and/or facsimile regardless of intent on school property  302 Possession, use, sale, or distribution of legal or illegal controlled substance  303 Sexual assault / sexual related offenses    <b>Plus any violation of PA Crimes Code and/or any Safe Schools reportable offenses</b></p>	<p>0300 – 1- 3 Days OSS &amp; Referral to appropriate law enforcement agency  0301– 4-5 Days OSS &amp; Referral to appropriate law enforcement agency  0302 – 10 Day OSS / Expulsion / Referral to appropriate law enforcement agency</p>
<p><b>Bus Rules</b></p>	<p><b>CONSEQUENCES</b></p>
<p><b>RULES</b></p> <p>B 100 Remain seated at all times.  B 101 Use only the assigned bus stop.  B 102 Keep the bus clean -do not eat, drink or litter.  B 103 Do not touch the emergency door or window.  B 104 All body parts must remain inside the bus</p>	<p>1ST - WARNING / PARENT CONTACT    2ND - 2ND WARNING OR 1 DAY BUS SUSPENSION    3RD - 2 DAY BUS SUSPENSION  4TH - 3 DAY BUS SUSPENSION</p>

	5TH - 4 DAY BUS SUSPENSION
	CONTINUED - PERMANENT REMOVAL FROM BUS FOLLOWING HEARING

### **LAW ENFORCEMENT OFFICIALS**

The following procedures will govern the interactions between students under the supervision of the School District and the police.

### **NOTIFICATION OF PARENTS**

- 1 Parent notification will be attempted by school officials prior to police questioning a student who is a witness in an investigation.
- 2 Police officials will make parental contact when custodial detention, arrest, or search (by the police) is required.

### **REQUESTS FOR POLICE ACTION**

1. School officials will request police action in instances when the following offenses are alleged to have been committed. Police officials will pursue steps to authorize arrest and / or detention of a student, as they deem appropriate.
  - Possession of a weapon (300)
  - Possession of a firearm (300)
  - Possession of an explosive device (301)
  - Possession, use, sale, or distribution of a controlled substance (302)
2. An incident report will be completed and forwarded to the appropriate police department and the Superintendent in all cases.

### **DUE PROCESS**

Student involved in disciplinary actions, which warrant suspension, shall be subject to the following due process procedures:

### **EXCLUSIONS / SUSPENSIONS / EXPULSIONS**

## Hearings

- A. Education is a statutory right and all students must be afforded due process if they are to be excluded from school. In a case involving possible expulsion, the student is entitled to a formal hearing.
- B. A formal hearing is required on all expulsion acts. This hearing may be held before the School Board of Directors or a duly sworn authorized Committee of the Board, or a qualified examiner appointed by the board. In the event a committee or examining board conducts the hearing, a majority vote is required by the School Board to expel a student.
  1. The following due process requirements must be met with regard to a formal hearing.
    - a. Notification of charges must be sent to parent / guardian of student by certified mail.
    - b. At least 3 day's notice of the time and location of the hearing must be given.
    - c. The hearing shall be private unless the parents / guardians request a public hearing.
    - d. The student has the right to be represented by counsel.
    - e. The student has the right to be presented with witness names and statements from witnesses that are against the student.
    - f. The student has the right request that any such witnesses appear in person and answer questions to be cross-examined.
    - g. The student has the right to testify and present witnesses on his or her own behalf.
    - h. A record of the hearing must be kept; by audio or stenographer. The student is entitled at his or request and expense to a copy of the transcript. A copy shall be provided at no cost if the student is economically disadvantaged.
    - i. The proceedings shall be held within 15 school days of the notification of charges, unless mutually agreed upon by both parties.
  2. When the student disagrees with the result of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

C. Informal hearings. The purpose of an informal hearings to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the incident for which the student is being suspended or show why the student should not be suspended.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways, which can avoid future offenses.

The following due process requirements are to be observed I regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- b. Sufficient notice of the time and location of the informal hearing shall be given.
- c. The student has the right to question any witness present at the hearing.
- d. The student has the right to speak and produce witnesses on his or her own behalf.
- e. The District shall offer to hold the informal hearing within the first 5 school days of the suspension.

#### **Exclusion from Class (In School Suspension)**

- A. Students must be informed of the reason for an in school suspension and be afforded the opportunity to respond before the suspension is implemented.
- B. Communication to parents or guardians must follow an in school suspension.
- C. In the event an in school, suspension exceeds 10 days, an informal hearing must be held with the school principal or designee prior to the 11<sup>th</sup> day.
- D. The School District has the responsibility to make provisions for the students' education during in school suspension.

#### **Exclusions from School**

- A. Exclusion from a school may take the form of suspension or expulsion.
  - a. Suspension
    - i. The principal or designee of the school shall give suspension.

- ii. No student shall be suspended until they have been informed of the reason for the suspension and given an opportunity to respond. Prior notice need not be given when the health, welfare and safety of the school is threatened.
  - iii. The parents and Superintendent of the District shall be notified in writing when a student is suspended.
  - iv. When suspension exceeds 3 days, the student and parent shall be given the opportunity for an informal hearing consistent with requirement in 12.8 ©.
  - v. Suspensions may not run consecutively beyond a ten school-day period
  - vi. Students shall have the responsibility to make up work that is missed while on a suspension.
- B. During the School Board of Directors' hearing period in an expulsion case, the student shall be placed in his or her normal class except as set forth in subsection ( C ).
- C. If a student's presence is deemed to constitute a threat to the health, welfare or safety of others, he or she may be excluded from school during the hearing period, not to exceed 10 days. Any student so excluded shall be provided alternative education, which may include home study. Every effort will be made to conduct the hearing during the suspension period.
- D. Students under the age of 17 are subject to compulsory school attendance las even though expelled and must be provided an education.
- a. The initial responsibility to provide the education lies with the parents / guardians. This can be accomplished through placement in another school, tutoring or correspondence study or other educational programs approved by the district Superintendent.
  - b. The School District has the responsibility to secure an educational provision for the student if the parent presents in writing (within 30 days) the inability to secure an approved educational program.
  - c. If the educational program is not complied with, the School District may take action in accordance with Chapter 63 the provisions of the Juvenile Act to ensure that the child will receive a proper education (42 Pa C.S. No. 6301-6308

**Committee Chair** – Nicole Poncheri

**Committee Members**

Iris Rolon-lead teacher



Lee Martin- counselor  
Dana DeMinico-IST  
Aaron Bell – teacher  
Melanie Lewin-teacher  
Nicole Houseal – teacher  
Laura Maltman – teacher  
Donna Strassburg – teacher  
Gina Agnew – lead teacher  
Kelly Espinoza – teacher  
Mark Skocynski – principal  
Peggy Cramer – lead teacher  
Jenny Rosen – parent  
Amy Bligh-Daniels- parent  
Sondra Stoczko - principal

**Meeting Dates**

2/20/18  
4/3/18  
4/6/18  
4/17/18