

## **VI. Disciplinary Actions**

---

Any disciplinary action taken by the administration is intended to insure the safety and welfare of everyone at Shawnee Middle School and benefit the student through improving attitude and subsequent behavior. **The disciplinary options available to the administration are regulated by law and school district policy and represent the floor and not the ceiling of our authority to maintain discipline at Shawnee Middle School.** The disciplinary option chosen depends on (1) nature of the offense, (2) the nature of the student's previous behavior, and (3) stated policy or precedent based on previous action.

### **DISCIPLINARY OPTIONS**

#### **DENIAL OF PRIVILEGES**

Privileges must be earned. They will be withdrawn for improper behavior. The length of denial depends on (1) the nature of the offense and (2) the previous behavior of the student. Privileges can be denied from one day to the entire year depending on the circumstances.

#### **Privileges include but are not limited to:**

1. District Transportation and Field Trips
2. Eating in the Cafeteria
3. Use of Hall Passes
4. Attendance at dances and other school related activities.
5. Any other activities/events deemed non-academic.

#### **DISCIPLINARY PROBATION**

The strongest warning this school will issue before taking serious action to suspend or exclude a student from school is disciplinary probation. A letter and/or phone contact with parents indicates that a violation of disciplinary probation could result in immediate suspension or other disciplinary action. The period of probation depends on the infraction and previous behavior.

#### **HALLWAY & PASS RESTRICTION**

Passes are available in the agenda book for student use at Shawnee. Misuse will result in their use being restricted. Students on Hallway or pass Restriction may be escorted when leaving class during the instructional period.

#### **AFTER SCHOOL/SATURDAY DETENTION**

Detention is used for administrative purposes such as tardiness to school, habitual tardiness to class, and other infractions of the rules. Failure to report to an assigned detention may result in a suspension. The only legitimate excuse for a student not reporting to a detention is a doctor or dental appointment. Conflicts must be cleared prior to the detention so it can be rescheduled in advance.

Office detentions are held Tuesday, Wednesday, or Thursday after school from 2:55 to 3:50 p.m. Teacher issued detentions are to be handled on an individual basis between the student and teacher involved. **It is the student's responsibility to inform their parents of teacher or office detentions.**

#### **ADMINISTRATIVE STUDENT REFORMATION PROGRAM (SRP)**

This option is a temporary exclusion from classroom attendance. Students are assigned to a specific area for the day. Those who are suspended in the Reformation Program will stay in an assigned area. The student is expected to complete schoolwork during this "reformation" time. This disciplinary alternative will be used at the discretion of the administration.

Attendance will be taken at 8:00 a.m. in the SRP room. Students should report directly to SRP – not homeroom.

## **ADMINISTRATIVE STUDENT REFORMATION PROGRAM (SRP):**

Students are not to be dismissed from SRP for any reason. Restroom privileges are restricted to one break in the a.m. and one in the p.m. Students absent from school during any of the days assigned to the student reformation program will report for a make up day immediately upon their return to school.

Students may be placed in SRP because of failure to complete an assigned office detention. SRP students are not eligible to participate in any school function or activity during their suspension. Teachers will send assignments and tests to students assigned to SRP upon request. It is the student's responsibility to bring textbooks and materials to the SRP room. Suspended students will be given the appropriate credit for work completed in the SRP room. Failure to complete work or unsatisfactory work will receive a grade of "0" for all assignments.

The strictest rules will be maintained. This includes no talking, sleeping, or misconduct. Only school-approved materials will be permitted in the room. A student's desk will be assigned by the SRP teacher at the beginning of the day. Students are responsible for the condition of the room at the end of the day. All desks must be cleaned and the student's chair must be placed on the desk. Any violation of the above rules may lead to additional suspension. Removal from SRP will result in additional disciplinary actions which may include suspension from school.

### **SUSPENSION PENDING PARENT CONFERENCE**

This is used for infractions of rules that call for suspension. The student may be readmitted immediately following the parent conference. Little or no school time is lost if the parent is able to attend the conference immediately. It should be noted, however, that the student will not be admitted until the conference does take place. Parents will be notified by phone and/or by the student.

### **SUSPENSION FROM SCHOOL**

Suspension is the temporary exclusion from school, or specific classes, and all school related activities for serious and/or repeated infractions of the rules. The length of suspension can run from one to ten school days, excluding holidays and emergency days depending on the nature of the infraction and previous behavior. Parents will be notified by mail and by telephone, if possible, and in most cases must confer with the administration before the student is readmitted to school. If the suspension exceeds three days, the parent/guardian has the right to request a suspension hearing. The parent/guardian must contact their child's respective grade level office to request a hearing.

**NOTE:** Students failing to provide required medical documentation as required by the district or state may be suspended until proof of compliance is provided.

### **EXPULSION**

Expulsion is the exclusion of a student from school for more than ten (10) consecutive school days. Such action results only School Board action preceded by a recommendation from an Administrator to the Superintendent of Schools. Recommendation for expulsion may be for but is not limited to repeated violations of school rules, possession of a weapon, continued illegal or unexcused absences, theft, illegal drug activity, inciting other students, riot, participating as a conspirator in any violent or illegal act, actions or any misbehavior dangerous to the welfare and safety of the student body, physical or verbal assault, harassment, intimidation, threats, or continued verbal abuse of students or school employees, vandalism, stalking, or persistent misbehavior that disrupts the decorum of the school environment.

### **PHYSICAL RESTRAINT/FORCE**

In accordance with state law, physical restraint or reasonable force, may be used for the following reasons:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

**The administration reserves the right to skip the sequence of disciplinary options as outlined in this section if the offense so warrants.**

## **PUNISHABLE BEHAVIOR**

### **CARD PLAYING & GAMBLING**

Card playing or dice throwing is prohibited on school property. Gambling, of any type, is not permitted.

### **CHEATING & PLAGIARISM**

Cheating and/or plagiarism may result in failure of the test and/or assignment and suspension. This includes the student who has cheated/plagiarized as well as any other student involved. Failure of the course is possible depending on the previous behavior of the student(s) involved. Other disciplinary action may be taken in extreme cases.

### **CONFISCATED ITEMS**

Items not claimed within thirty (30) calendar days will be considered abandoned and discarded.

### **DISORDERLY CONDUCT**

Any student, parent or visitor who causes or risks public inconvenience, alarm or annoyance by their use of threatening words (via telephone or in person) or actions, are subject to district sanctions or criminal prosecution for disorderly conduct, terroristic threats or harassment by communication.

### **DISPLAY OF AFFECTION**

Public displays of affection by students are not permitted. No students have the right to impose the embarrassing effects of their behavior on others. Kissing, handholding, touching, hugging, etc., are not permitted. Repeated violations may result in disciplinary action. Courtesy must be observed at all times and in all situations.

### **EATING OR DRINKING OUTSIDE OF THE CAFETERIA/GUM CHEWING**

No food or beverages will be permitted outside the cafeteria. Gum chewing is also not permitted. Violations may result in disciplinary action.

### **ENDANGERING THE SAFETY & WELFARE OF STUDENTS AND/OR STAFF MEMBERS**

ANY behavior, on or off school property, that disrupts the operation of the school or the educational process, or endangers the safety and welfare of Shawnee students and staff members, whether unintended or not, will be dealt with immediately and may result in suspension, expulsion and police involvement.

### **FAILURE TO REPORT TO A DETENTION**

Suspension or additional disciplinary action will be at the discretion of the administration.

### **EXTORTION**

Any students accepting services or personal property through actual or perceived intimidation will be subject to school and or legal guidelines.

### **FALSE REPORTS**

False reports via personal, electronic or mechanical means will subject students to disciplinary action and even criminal charges.

### **FIGHTING**

All students, no matter what the circumstances, should make every effort to avoid fighting, including seeking help from the professional staff of the school. All parties involved in fighting on Easton Area School District property during school hours or during school activities may be suspended/expelled and/or arrested. Instigators may be subject to disciplinary action.

### **FIRES/FIREWORKS/FIRECRACKERS/SMOKE BOMBS ETC.**

Detonation or discharge of fireworks/firecrackers/smoke bombs etc. will result in suspension/expulsion, criminal charges, and restitution for damage and/or clean-up costs. Possession of fireworks, matches, lighters, or any product that may cause a flame will also result in disciplinary action including but not limited to suspension/expulsion from school.

## **PUNISHABLE BEHAVIOR: (continued):**

### **FORGERY**

Forging excuse notes, late passes, hall passes, etc., will result in disciplinary action based upon administrative discretion.

### **HARASSMENT & BULLYING**

Harassing or bullying another student or school personnel, sexually, verbally or otherwise, is unacceptable behavior and will result in appropriate disciplinary action. Persistent and/or extreme behavior may result in suspension or expulsion of the offending student and police involvement.

### **INSTIGATING/INSIGHTING**

Students are prohibited from acting in such a fashion as to create a disturbance between other students. Disciplinary action may be taken at the discretion of the principal.

### **INSUBORDINATION AND DISRESPECT**

A student who is insubordinate or disrespectful to any Shawnee Middle School employee may be suspended. Students are expected to comply with reasonable adult supervision direction. Persistent offenders will be recommended for expulsion.

### **LITTERING**

Littering in and/or outside the building will result in disciplinary action. The building and campus must be kept clean and free of litter. This includes all classrooms, hallways, and the cafeteria.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave the school building or grounds without specific permission from the principal or assistant principal. Any student violating this policy may be subject to disciplinary action. Parents should notify the grade level office of their intent to remove a child from the building for any reason.

### **LYING**

Lying to protect oneself or others will not be tolerated. Lying for any reason will result in disciplinary action. Any student violating this policy may be suspended from school.

### **PROFANITY/RACIAL SLURS/VULGAR-ABUSIVE LANGUAGE**

The use of profanity, racial slurs or vulgar/abusive language will NOT be tolerated and will result in immediate disciplinary action that may include, but is not limited to, immediate removal from class, suspension and the issuance of a citation. Profanity directed at a staff member will result in an immediate out-of-school suspension and referral to the school police officer for the issuance of a citation. Persistent offenders may be recommended for expulsion.

### **ELECTRONIC DEVICES (i.e. Radios, Cell Phones, MP3 Players, Pagers, Cameras, Tape Players, Laser Lights, CD Players, ect.)**

Electronic devices are not to be operational during school hours. They are not to be used on school buses and are to be kept out of sight at all times. Unauthorized use is grounds for confiscation and disciplinary action. The school is not responsible for loss during periods of confiscation, and a parent will be required to pick-up confiscated devices. Items unclaimed by the end of the school year will be considered abandoned and discarded.

### **SEXUAL HARASSMENT**

Harassing another student or school personnel, sexually, verbally or otherwise, is unacceptable behavior and will result in appropriate disciplinary action. Persistent and/or extreme behavior may result in suspension or expulsion of the offending student and police involvement.

### **SMOKING OR POSSESSION OR USE OF TOBACCO PRODUCTS**

Smoking or possessing tobacco is forbidden on all Easton Area School District property, transportation vehicles and field trips. Anyone caught smoking will be cited and may face other forms of disciplinary action. Students caught possessing tobacco related products (including lighters and matches) may also be cited.

## **PUNISHABLE BEHAVIOR: (continued):**

### **STALKING**

Any student following another student or staff member for the purpose of intimidation, harassment, or annoyance is prohibited. Violation may result in suspension, expulsion or criminal charges.

### **STEALING**

Theft of any property belonging to the school, faculty, or other students may be punishable by suspension and/or arrest based on administrative discretion.

### **THREATS**

Threats of any kind directed toward employees of this school district (in or out of school), fellow students, or their possessions will result in immediate suspension, possible expulsion, and legal action (fine and/or imprisonment)

### **TOYS**

Toys and game/collector items are inappropriate at all times.

### **UNAUTHORIZED SALE OF PERSONAL ITEMS**

Students are not permitted to sell personal items such as jewelry, clothing, etc. or food to other students. Approved fundraisers are excluded.

### **VANDALISM**

Students apprehended defacing or proven to have caused damage to the building, grounds, or equipment, such as writing on desks or walls, stuffing up lavatories, harming shrubbery or willfully destroying school property in any ways may be suspended from school and school-related activities. At the end of the suspension period, the student, the parent/guardian will receive a bill for the damages. The principal may recommend extreme cases or repetitious offenders for expulsion and/or make a referral to the Juvenile Court for delinquency proceedings.

### **VERBAL INTIMIDATION**

Dialog by a student intended to intimidate, harass, or cause fear to another student or staff member is not permissible. Disciplinary and or legal action can be taken at the discretion of the principal.

### **WEAPONS**

Possession of a weapon on school property is a crime. "Weapon" is defined in the Pennsylvania Crimes Code 18 PA C.S. Section 912 as follows: "Any knife, cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle, any other tool, instrument or implement capable of inflicting serious injury." Anyone possessing a weapon on school grounds or on a school bus will be subject to automatic suspension and possible recommendation for expulsion from the Easton Area School District.

### **ADDITIONAL OFFENSES**

As it is impossible to anticipate or list every problem situation that may arise, any offense committed by a student not listed in this handbook, which is determined to pose a threat or hazard to students, staff or property, or creates an impediment to the learning process, will be dealt with at the discretion of the administration **using past precedent, professional judgment, and common sense**. ANY behavior, on or off school property, that disrupts the operation of the school or the educational process, or endangers the safety and welfare of Shawnee students and staff members, whether unintended or not, will be dealt with immediately and may have serious consequences. **While the disciplinary options available to the administration are regulated by law and school district policy, they represent the floor and not the ceiling of our authority to maintain discipline at Shawnee Middle School.**