

## **Discipline Policy & Procedures**

The discipline code shall be interpreted by the OA-CTEP administrator, principals and their designees in a manner which they deem just given the circumstances of the individual case. In addition, students and parents must understand that administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered within the discipline code. Student discipline at the Academy will be assessed as falling into one of four levels of inappropriateness. Each level is explained below along with examples. Each level also contains progressive intervention methods to address continued inappropriate behavior.

### **A. Discipline Levels**

The following list is not intended to be inclusive of all acts of misconduct. Any disruption of the education process will be treated as a violation of the OA-CTEP Discipline Policy. Repeated instances of any misbehavior listed will increase the discipline at the discretion of the administrator involved. The discipline levels and disciplinary responses are a guideline. Additional and/or alternative requirements may be assigned. Alternatives include, but are not limited to, special assignment, conflict mediation, parent conference, counseling, referral to outside agencies, temporary removal from class, or alternative school.

#### **Level I - Student Misconduct, Disciplinary Response: Teacher/School**

##### **Detentions/Extended Detentions/Saturday Detentions**

- Unacceptable behavior
- Violation of dress code
- Classroom disturbance
- Use of personal electronic devices such as, but not limited to, Ipods, pagers and cell phones, and other devices during the school day. (Forfeiture until returned to parents) Refusal to relinquish device will result in a Level II violation and a suspension.
- Unexcused late to school
- Late to class
- Failure to complete in-class assignments
- Visiting parking lot without permission
- Outspoken disrespect
- Inappropriate display of affection
- Lying/forgery

#### **Level II - Student Misconduct, Disciplinary Response: Extended Detentions/Saturday**

##### **Detentions/In-School & Out-of-School Suspensions**

- Continuation of unacceptable behaviors
- Failure to serve teacher/school or extended detentions
- Misuse/abuse of school/campus property (restitution made if applicable)
- Obscene gestures/profanity-minor
- Class cuts

- Insubordination
- Harassment/threatening of a student
- Obscene gestures/profanity-major
- Possession or use of tobacco products (see smoking code)
- Failure to sign in when late to school
- Leaving school/campus without permission
- Leaving class without permission
- Driving to and from school/campus without permission
- Physical altercation

### **Level III - Student Misconduct, Disciplinary Response: In-School & Out-of-School**

#### **Suspensions**

- Obscene gestures/profanity directed toward a staff member
- Assault
- Violation of the school district's drug and alcohol policy (see drug & alcohol policy)
- Arson or false alarms
- Theft (including any theft from cafeteria/lunch)
- Bomb threats
- Falsifying documents/tampering with records
- Threatening a teacher or staff member
- Fighting
- Making terroristic threats
- Vandalism
- Ethnic, religious, sexual slurs; written, verbal or drawn (meant to be demeaning to others)
- Inappropriate comments referring to a person's physical or mental disabilities
- Any act punishable under the PA Crime Code or any other legislative enactment, state or federal.
- Possession of dangerous or deadly weapons (**MANDATORY 1 YEAR EXPULSION**)

Level III violations are of a nature that their commission represents a violation of the law and are subject to civil and/or criminal penalties. Local law enforcement agencies shall be notified about offenses in this category. The administration may consider an offense in the Level III category serious enough to be a threat to the health, safety or welfare of others. In such cases, a recommendation will be made to the School Board for expulsion for the first offense. Restitution for damages may be required.

#### **B. Referral to Law Enforcement Agencies**

Students will be reported to law enforcement for acts of misconduct believed to fall under the category of criminal actions. Upon conferring with the law enforcement agency, a citation or other action may be issued to the student and his/her parents or guardian, which could result in a fine, juvenile court referral, or other appropriate disposition. Any offenses that are punishable under Local, State or Federal Crime Codes will be reported.

#### **I. DISCIPLINE ACTION**

An out-of-school suspension and return of student to the sending district will be initiated.

Severity of offense will determine discipline consequences, which may result in calling the police and recommending the removal of the student from the Academy.

### **A. Suspension Procedures**

When out-of-school suspension is the disciplinary option selected, the following will occur:

- OA-CTEP authorities will immediately notify parents/guardians by telephone when their student is to be suspended out-of-school.
- This action is followed by a letter to the student's home and sending school.
- In the case of a student being suspended for more than two (2) days, a conference with the student and student's parent(s)/guardian(s) and an administrator of OA-CTEP is required prior to the student being reinstated.

A student suspended out-of-school from the Academy will not be allowed to attend classes at their sending school. The same rule applies if a student is suspended at their sending school. Suspended students are also excluded from extra-curricular activities, athletic events, and are not permitted on sending school property or Academy location property. In all suspension cases, under the guidelines set by the teacher and/or administrator, the student will be permitted to make up exams and work assigned during the suspension.

### **Students Suspended (ISS/OSS) Multiple Times Are Subject to the Following:**

- The first suspension will normally be for 1-3 days. Parents will be contacted by letter, email or telephone.
- The second suspension will normally be for 3-5 days, and will require a parent conference (informal hearing).
- The third suspension will normally be out of school for 5-10 days, and will require a parent conference with the superintendent.
- The fourth suspension will normally be out of school for 5-10 days and could result in a recommendation for expulsion.

At the discretion of an administrator and depending on the frequency and seriousness of the suspendable violations, the length of suspension and probation may increase and the process leading to recommendation for expulsion may be accelerated.

### **B. Expulsion**

Exclusion from school for a period exceeding ten (10) days up to a permanent expulsion from school rolls. All expulsions require a formal hearing with either the Octorara Area School District Board of Directors or with the student's sending district School Board. Either Board may designate a committee of the Board or a duly qualified hearing examiner to conduct the hearing. All due process requirements of Chapter 12, Section 8 of the Pennsylvania School Code will be adhered to.

### **C. Re-admittance**

The parent/guardian of any student who has been expelled from school must appear before a committee of the OA-CTEP administrators and seek formal re-admittance to the school. Unless this is done and approved by that committee, no expelled student will be re-admitted.

### **D. Appeal Process**

Students and parents have the right to appeal any disciplinary action through the OA-CTEP

administrator, sending school building principal or designee.