

SECTION THREE
LEVEL I
DISCIPLINARY AREAS

I. Classroom Offenses

A. Examples of offenses which shall be considered by the classroom teacher:

1. Minor disruptions of class
2. Disregarding teacher instruction
3. Demonstrating disrespect to the teacher
4. Cheating, lying and misrepresentation
5. Being careless with school property or other property (inside classroom)
6. Using profane language
7. Failure to return forms (report cards, interim reports, etc.)
8. Failure to bring required school equipment/materials (gym equipment, classroom books, etc.) to class
9. Failure to report to a teacher for disciplinary reasons
10. Other offenses at the discretion of the administrator
11. Verbal harassment of another student or students
12. Violation of the Reading School District's electronic devices policy

B. Appropriate Teacher Action

The teacher should keep an anecdotal record of the offense and the action he/she has taken. Examples include but are not limited to the following:

1. Parent notification (phone call/written communication)
2. Student-Teacher conference.
3. Parent-Student-Teacher conference.
4. Notification on report cards and interim reports to parents of repetitive Level I offenses
5. Teacher detention
 - a. Instructional staff may require students to report after when exhibiting violation of classroom rules.
 - b. If a child is assigned a detention, parents will be notified by a phone call from the teacher or administrator.
 - c. Failure to report to a teacher for disciplinary reasons
6. Creativity is encouraged to develop other reasonable and appropriate consequences consistent with the offense
7. Referral to the Student Assistance Program, Peer Mediation, or other school-based student support team

C. In the event these teacher procedures prove ineffective, the teacher should discuss the case with the building administrator.

D. In the event that the severity or frequency of the offense warrants immediate and overt administrative support (for example, a suspension-category offense), the student should be sent to the administrator following the approved referral procedure.

- E. Utilization of "whole class" disciplinary procedures shall be avoided.
- F. Excessive and unreasonable imposition of additional subject-oriented work or lowering of report card grades for specific offenses other than subject-related ones, such as cheating, are not to be considered valid disciplinary actions and are forbidden.

II. Level I Non-Classroom Offenses

If a child is or acts inappropriately according to district guidelines, the classroom teacher is the first line of communication to the parent and/or Administrator for the student.

- A. The following are examples of non-classroom offenses.
 - 1. Leaving class without permission or not reporting to class
 - 2. Defacing or abusing property
 - 3. Using profane language
 - 4. Using/displaying electronic devices (radios, tapes, games, beeper, etc.) during the school day
- B. Examples of administrative actions in these cases may include, but are not limited to, the following:
 - 1. Holding a conference with the student and parent, or the student, parent and teacher
 - 2. Assigning the student to school detention/suspension should be a last resort. Creativity is encouraged to develop other reasonable and appropriate consequences consistent with the offense.
 - 3. Placing the student in a behavior modification program within the school
 - 4. Referring a student to peer mediation
 - 5. Referring a student to Student Assistant Program or other school-based student support team
 - 6. Referring the student to the Intervention Counselor
- C. Serious or repeated offenses may result in more severe consequences, including notification to local law enforcement agencies.

III. School Detention

- 1. Only a building administrator or his/her designee may levy school detention.
- 2. School detention may be considered an appropriate action as a last resort for the following:
 - a. Lateness to school/class
 - b. Failure to return forms (report cards, interim reports, etc.)
 - c. Failure to bring required school equipment/materials (gym equipment, classroom books, etc.) to class
 - d. Referral to the administration for repeated minor offenses

- e. Cheating, lying and misrepresentation
- f. Other offenses at the discretion of the administrator

IV. Attendance and Tardiness

- A. Students arriving late to school must report directly to the late line for a pass to class.
- B. Students arriving late to class (not to school) shall be admitted to class by the teacher. Building administrators may process chronic offenses.
- C. Attendance and tardiness reporting in individual homerooms and classrooms is the teacher's responsibility.
- D. Excessive illegal absences are violations of the Pennsylvania School Code. The school administration will follow-up such absences with notification, parent conferences, referral to appropriate agencies, fines, and prosecution.
- E. Policies regarding student leave of absence are available in the school offices.

SECTION FOUR
LEVEL II
DISCIPLINARY AREAS

Suspension is the temporary removal of a student from the regular school situation. Suspension shall be used judiciously as an appropriate disciplinary method when the student's presence in school is a probable danger to the safety of students, staff or school property, or is a serious or chronic disruption of the educational process.

When suspended out of school, the student is not permitted on any school property within the school district. The suspended student is permitted to enter school property only upon the request of the building principal or the Superintendent of Schools or their designee.

Students must complete work missed as a result of suspension within a period equal to the length of the suspension.

A student will be ineligible to participate in any co-curricular activity during the length of either an in-school or out-of-school suspension.

1. Such disciplinary actions will be indicated on the daily attendance/accountability bulletin. Teacher sponsors and coaches **must** check to see which of their students are ineligible.
2. In-school and out-of-school suspension time periods for various school offenses are defined in the discipline policy.
3. The student is ineligible until the in-school or out-of-school suspension is fully served. This includes any weekends that fall within the suspension period.
4. The ineligible student may not travel or dress for an event, game or performance.

LEVELS OF SUSPENSION ARE DELINEATED AS FOLLOWS:

I. Suspension to the Principal

A. Suspension to the principal shall be considered for, but is not limited to, the following offenses:

1. Theft of property the value of which is less than fifty dollars (\$50.00)
2. Leaving school without permission
3. Assaultive behavior between students which does not result in bodily injury
4. Vandalism resulting in property damage of less than fifty dollars (\$50.00)
5. Repetitive disruptive behavior
6. Truancy
7. Smoking, intoxication
8. Endangering the health and safety of others
9. Wearing apparel indicating gang affiliation
10. Using racial slurs, words or apparel considered offensive to any ethnic group
11. Verbal harassment of another student or students
12. Bullying – repeatedly acting aggressively towards another person in a physical, psychological, or sexual manner – the school district has a no bullying policy

13. Any criminal activity defined by the PA Crimes Code as a summary offense
14. The second or subsequent commission of a "Classroom" or "Non-Classroom" offense as defined in Section Three of this Code if committed within twelve (12) months of the previous offense
15. Possession of or exhibiting sexually oriented or inappropriate materials
16. Violation of Reading School District's electronic devices policy
17. Use of illegal drugs
18. Displaying gang signs or symbols

NOTE: Many of the above offenses may lead to criminal arrest or prosecution.

B. Procedure for Suspension to the Principal

1. Suspension shall be for no less than one (1) day and no more than three (3) days out of school.
2. Discipline referral form will be filed with the building administrator.
3. Parent/Guardian will be notified promptly of the alleged misconduct.
4. A conference between the student, and the principal or his/her representative shall be scheduled, and may include parents, student, teacher and witnesses.
5. Suspension hearing will be scheduled, and may include parents, student, teacher, and witnesses.
6. A conference with the parent/guardian will be held prior to reinstatement to school.
7. A change in educational placement may take place as a condition of reinstatement in the District.
8. During the time of the suspension, the student shall be listed on the attendance sheet as "suspended."
9. Placement in a special discipline class within the building may be used at the discretion of the building administrator. Parent/guardian shall be advised of the offense and placement. Students in a special discipline class shall be returned to their regular class schedule by the building administrator following consultation with the teacher(s).
10. Intervention Counselors will conference with the student prior to or following a suspension. The Intervention Counselors will write a Success Plan for the student. The Success Plan will help the student redirect his or her behavior by setting goals and developing more appropriate school behavior.
11. The Administrator can refer the student to the Student Assistance Team (SAT) for support services.

A. Suspension to the Administration shall be considered for, but not limited to, the following:

1. As a result of an offense preceded by three prior suspensions to the principal
2. Assaultive behavior between students resulting in bodily injury
3. The possession or use of alcohol and illegal substances (on school grounds)
4. Participation in or inciting any violent act against property or personnel
5. Vandalism of school property causing damage greater than fifty dollars (\$50.00) but less than five hundred dollars (\$500.00) or vandalism of private property of anyone in the school community

6. Harassment, including sexual harassment toward anyone in the school community
7. Any criminal activity defined by the PA Crimes Code as a misdemeanor
8. Using racial slurs, words, symbols, or any visible written material or apparel considered offensive to any ethnic or religious group
9. Verbally harassing or repetitive acts of harassment/bullying of any student or staff member. Harassment would include, but is not limited to, derogatory comments referring to race, creed, color, national origin, gender, religion, sexual orientation, physical appearance, intellectual or emotional functioning, or socioeconomic status
10. Entering onto school property while under suspension
11. Harassment of a teacher or other School District employee outside of school because of any action by the teacher or other school employee taken in the course of their employment with the Reading School District
12. Repeated violations of Reading School District's electronic devices policy
13. Second or subsequent acts listed under Sec 4 (I); Suspension to the Principal

B. Procedures

1. Suspension to the Administration shall not be less than three (3) or more than ten (10) days.
2. Discipline referral form filed with the building administrator
3. Parent/Guardian will be notified promptly of the alleged misconduct.
4. A conference between the student, and the principal or his/her representative shall be held before suspension may be assigned.
5. Notification of a suspension hearing, including 48 hours notice, parental representation, right to produce witnesses on his/her own behalf, right to cross examination, right to appeal, and choice of public or private hearing sent to parent and appropriate staff. District will offer to hold the suspension hearing within five (5) school days of the first suspension day.
6. A conference with the parent/guardian will be held prior to reinstatement to school.
7. During the time of the suspension, the student shall be listed on the attendance sheet as "suspended."
8. A change in educational placement may take place as a condition of reinstatement in the District.
9. Intervention Counselors/Graduation Coaches will meet with students before, during and after school suspension.

NOTE: Many of the above offenses may lead to criminal arrest or prosecution.

III. Suspension to the Board/Expulsion

A. Suspension to the Board shall be considered for, but not limited to, the following:

1. Second or subsequent acts listed under Sec (II); Suspension to the Administration
2. Assaultive behavior which inflicts or potentially inflicts serious bodily injury on any member of the school community
3. Possession, sale, or use [or threat of use] of harmful explosives, weapons, or destructive or incendiary device

4. Participation in or incitement of any violent act against personnel
5. Vandalism of school property or the private property of anyone in the school community greater than \$500
6. Any criminal activity defined by the Pennsylvania Criminal Code as a felony
7. Possession of a controlled substance.
8. The sale or possession with intent to sell alcohol or illegal substances regardless of whether it is the student's intent to sell the substances on or off school property
9. Assaultive behavior toward any member of the faculty or a school district employee or agent of the district
10. False activation of fire alarms
11. Repeated violations of Reading School District's electronic devices policy

NOTE: Many of the above offenses may lead to criminal arrest or prosecution.

B. Procedures

1. Suspension to the Board shall be more than ten (10) days
2. Discipline referral form will be filed with the building administrator
3. Parent/Guardian will be notified by certified mail of the alleged misconduct
4. District shall hold a hearing within ten (10) days of the initiation of full suspension. Persons to be present at the hearing shall have at least 72 hours notice, pursuant to the appropriate sections of the PA Administration Code, to determine whether or not the student shall be expelled
5. The expulsion hearing shall be held in private unless the student or parent requests a public hearing
6. At the expulsion hearing, the student has the right to have witnesses and parents present as well as to be represented by legal counsel. Parents, at their expense, may request a transcript of the hearing
7. Designated district staff must be present and may have legal counsel
8. Terms and limits of expulsion will be set by the school board after the expulsion hearing
9. A conference with the parent/guardian will be held prior to reinstatement to school.
10. During the time of the expulsion, the student shall be listed on the attendance sheet as "suspended."
11. A change in educational placement may take place as a condition of reinstatement in the District.

Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the students parents or guardians. However if the parent/guardian is unable to obtain school placement within thirty days, the school district has the responsibility to make some provisions for the student's education.