

**BRISTOL TOWNSHIP SCHOOL DISTRICT  
DISCIPLINE & ATTENDANCE GUIDELINES  
(CODE OF STUDENT CONDUCT)  
2017-2018**

**Secondary Schools**

**Harry S Truman High School**

3001 Green Lane  
Levittown, PA 19017  
215-547-3000

**Neil A. Armstrong Middle School**

475 Wistar Road  
Fairless Hills, PA 19030  
215-945-4940

**Franklin D Roosevelt Middle School**

1001 Veterans Highway  
Bristol, Pa 19007  
215-788-0436

**Elementary Schools**

**Brookwood Elementary School**

2200 Haines Road  
Levittown, PA 19056  
267-599-2401

**Keystone Elementary School**

1800 Keystone Street  
Croydon, PA 19021  
267-599-470

**Mill Creek Elementary School**

**6501 Mill Creek Road**  
Levittown, PA 19057  
**267-599-2440**

These guidelines have been developed in accordance with Bristol Township School District current policies.

Copies of the complete policies may be obtained from the B.T.S.D. website: [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **BRISTOL TOWNSHIP SCHOOL DISTRICT**

These guidelines have been developed from Bristol Township School Board Policies. Board policies are subject to change by the School Board and the most updated policies are available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

The final page of this Code of Conduct contains a reference chart setting forth the guidelines for disciplinary procedures in this District. The interventions and procedures contained therein are guidelines and are not the exclusive list of actions that may be taken to correct acts of misconduct. All questions and concerns regarding disciplinary procedures should be discussed with the applicable building principal or central administrator.

### **RESPONSIBILITIES OF STUDENTS, PARENTS, STAFF, AND COMMUNITY**

#### **Student**

Students attend school so that they may learn and develop to their fullest potential. To achieve this, each student has the obligation to:

- ✓ Accept responsibility for his/her actions.
- ✓ Respect the rights of others, including others' rights to secure an education in an orderly environment.
- ✓ Make a sincere effort to achieve excellence in all areas of learning.
- ✓ Acknowledge the authority of teachers, administrators, and other school personnel in matters of discipline and behavior while under the jurisdiction of the school.
- ✓ Obey the rules and regulations made by the school authorities and comply with state and local laws.
- ✓ Understand and follow bus regulations.
- ✓ Respect school property and the property of others.
- ✓ Attend school on a regular basis.
- ✓ Be punctual at all times.
- ✓ Volunteer information in matters affecting the health, safety, and welfare of the school community.
- ✓ Dress and groom to meet community standards of safety, health, and decency.
- ✓ Communicate with parents concerning school progress.
- ✓ Understand and follow these Discipline & Attendance Guidelines.

#### **Parent/Guardian**

A cooperative relationship between home and school is essential to each student's successful development and achievement.

To achieve this positive relationship, parents have the obligation to:

- ✓ Teach students self-respect, respect for others, respect for the law, and public or private property.
- ✓ Demonstrate a supportive and positive attitude toward education and school personnel; build a good working relationship between home and school.
- ✓ Set realistic standards of behavior, and be firm, fair, and consistent in applying them.
- ✓ Help students understand that rules are a necessary part of our society and cooperate with the school in resolving any problem(s).
- ✓ Insist on prompt and regular attendance.
- ✓ Encourage students to develop good health habits and to take pride in their appearance.

- ✓ Encourage students to develop good study habits and take pride in their school work and assignments.
- ✓ Encourage students to promptly bring home all school communications and to respond to them as necessary.
- ✓ Assume responsibility for any financial obligations incurred by their student in school. This includes lost books, damages to property, etc.
- ✓ Monitor students' progress in school.
- ✓ Understand and support these Discipline & Attendance Guidelines.

### **Teacher**

Every teacher works with the future generation. In view of this responsibility, teachers have the obligation to:

- ✓ Promote a climate of mutual respect and dignity.
- ✓ Plan and conduct a program of instruction which will make students eager to learn.
- ✓ Promote and strengthen students' self-esteem.
- ✓ Seek cooperative relationships with parents for the benefit of students.
- ✓ Keep parents informed of their child's progress.
- ✓ Distinguish between minor misconduct and major problems requiring the principal's assistance.
- ✓ Set a good example in regard to dress, behavior, and language.
- ✓ Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
- ✓ Listen to students, be sensitive to changing behavior patterns, and provide students with opportunities to discuss their problems.
- ✓ Maintain professional ethics in relationships with students, parents, other teachers, and administrators.
- ✓ Teach and encourage students to obtain their full potential.
- ✓ Present and enforce these Discipline & Attendance Guidelines in the school and in all school-related activities.

### **Principal**

As the educational leader of the school, the principal sets the disciplinary climate for the school, not only for students, but for staff as well. The principal has the obligation to:

- ✓ Develop within the school a sound and healthy atmosphere of mutual respect.
- ✓ Evaluate the instructional program to provide a superior education in the school.
- ✓ Be available to students, parents, staff and community in the role of educational leader.
- ✓ Work with students, parents, and staff to formulate school regulations.
- ✓ Develop procedures which reduce the likelihood of student misconduct.
- ✓ Help staff members evaluate their own procedures and attitudes in relation to their actions within the classroom.
- ✓ Establish necessary building security.
- ✓ Assume responsibility for the dissemination and enforcement of these District-wide Discipline & Attendance Guidelines, and insure that all discipline cases referred are resolved promptly.
- ✓ Insure fair and consistent application of these District-wide Discipline & Attendance Guidelines.

### **District Administration**

As the educational leaders of the school system, the Superintendent and administrative supervisors have the obligation to:

- ✓ Reinforce the indicated responsibilities of the principals.

- ✓ Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
- ✓ Maintain and review these District-wide Discipline & Attendance Guidelines supported by students, parents, staff and community.

### **Community**

The school is not a separate entity, but rather an integral part of the community. Community members have an obligation to:

- ✓ Follow all established rules and regulations while using school facilities and attending school events.
- ✓ Be an active and informed member of the school community.
- ✓ Be consistent in dealing with youth.
- ✓ Be aware of and support these District-wide Discipline & Attendance Guidelines.

### **Assault (Aggravated) of Employees (School Board Policy No. 218.4)**

The Board will not tolerate and therefore prohibits anyone from committing assault on an employee of the District.

Aggravated Assault – for purposes of this policy, shall mean an attempt to cause or intentionally or knowingly cause bodily injury to a teaching staff member, Board member, or other employee, including a student employee, of any school within the district while acting in the scope of his/her employment, or because of his/her employment, or because of his/her employment relationship to the school.

Any student, who commits aggravated assault, will automatically be subject to discipline consistent with Board policies and the disciplinary guidelines contained herein.

The District has the authority, and in some instances the obligation, to report incidents of assault to the Bristol Township Police Department. Upon reporting the assault, separate criminal charges may be initiated and lodged with the Bristol Township Police Department.

An incident report of the assault shall be completed by a building administrator and submitted to the Superintendent or designee. The district will maintain a copy of the form and the appropriate parties will also be informed.

An initial violation of this policy will result in a 10 day suspension followed by a Superintendent's hearing to determine whether further district actions and/or sanctions will be taken and/or imposed.

A second violation of this policy will automatically result in an immediate temporary suspension and a prompt, informal Superintendent's hearing to determine whether a formal hearing will occur. At a formal hearing, a decision regarding expulsion will occur. The student may be assigned to an alternative program pending the formal hearing.

If, after a violation, a student is expelled for committing aggravated assault, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. Examples of such competent and credible evidence should include, but not be limited to: counseling, anger management, restitution, and community service.

In the case of a student with disabilities, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow appropriate Board policy.

## **Assault of Students**

### ***(School Board Policy No. 218.3)***

Simple Assault – a student is guilty of simple assault if he/she attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another, negligently causes bodily injury to another with a deadly weapon, or attempts by physical menace to put another in fear of imminent serious bodily injury.

Aggravated Assault – a student is guilty of aggravated assault if he/she attempts to cause serious bodily injury to another or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life, or attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon.

Any student who engages in aggravated or simple assault of another student in school buildings, in school vehicles, at a school sponsored activity, or on school grounds and/or property will automatically be subject to discipline, including but not limited to any or all of the following disciplinary actions:

1. Suspension up to ten days out of school
2. Superintendent's hearing
3. Expulsion

An incident report of the assault shall be completed by a building administrator and submitted to the Superintendent or designee. The District will maintain a copy of the form and the appropriate parties will also be informed.

In addition to discipline by the District, the District has the authority, and in some instances the obligation, to report incidents of assault to the Bristol Township Police Department. Upon reporting the assault, separate criminal charges may be initiated and lodged with the Bristol Township Police Department.

If a student is expelled for committing assault, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. Examples of such competent and credible evidence shall include, but are not limited to: counseling, anger management, restitution, and community service.

Any student who fights will be suspended, with a probable citation from the Bristol Township Police or Bristol Township Security that may result in a fine up to \$300. It does not matter who starts the fight or who swings first -- if both students are considered to be fighting, both students will be suspended and cited under the PA Crimes Code.

Any student who feels threatened should contact an administrator, school security, teacher or counselor.

In the case of a student with disabilities, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow appropriate Board policy.

## **ATTENDANCE GUIDELINES**

### **Attendance Requirements & Procedures**

#### ***(School Board Policy No. 204)***

No factor has a more direct relationship to a student's success in school than a good attendance record.

Attendance is required of all students enrolled in the District during the days and hours that the school is in session.

Absence Notes Required: Absence notes are required for all absences, and absences shall be considered unlawful until the school receives a written excuse explaining the absence. **Absence notes must be submitted within three days of the return to school.** Notes received after the three days but before 10 days will be considered by an attendance committee. Parents/guardians may submit absence

notes until the 10<sup>th</sup> absence, after that only notes from a licensed practitioner of the healing arts are accepted.

Excused Absences: The district considers the following conditions as reasonable absence from school: illness, quarantine, recovery from accident, required court attendance, death in the family, family educational trips (with prior approval), educational tours and trips, and religious observance/instruction. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction. All absences other than illness and family emergencies must be approved in advance. Educational/Family trips must get principal approval by submitting a written request at least ten days prior to the desired trip.

Excessive Absences: Absences of more than 10 days per school year are excessive. Any student who is absent more than 10 days shall have his/her attendance records reviewed by the Principal or his/her designee. The student may be required to appear at a hearing of the school's attendance review board. Included in these 10 days are all excused absences, unexcused absences, and suspensions. Excessive absences do not include excused absences from a licensed physician.

The attendance review board may require the student to attend an attendance completion program. Students who have absences above 15 days will lose school privileges. Privileges may be reinstated with attendance at an absence recovery class (Saturday) recovering a maximum of 10 absences. Exceptions to this for hospital or extended illness or other exceptional circumstances will be reviewed with the attendance committee review board.

Parents/guardians who fail to comply with attendance procedures and their student accrues three (3) or more unexcused absences, will be issued an Official First Notice. This notice is issued once in a student's school career. The notice informs the parent/guardian of the PA State Law. Any further unexcused absences will result in a student attendance improvement plan conference and may result a referral to a school based or community based attendance improvement program, county children and youth agency and/or a citation for truancy to the District Magistrate.

Make Up Work: Students who are absent from school will have a reasonable opportunity to make up missed work consistent with building guidelines.

Religious Observance/Instruction: An absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused.

Students will be released from attendance for participation in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than 36 hours per school year. The Board will not provide transportation to the religious instruction.

Perfect Attendance: Schools may recognize those students who attain perfect attendance status. The District defines perfect attendance as being present in school every day, never tardy, and never excused early. When at a school sponsored activity, students are considered present. If absent for pre-approved religious education, though marked as an excused absence, students will not be penalized. They will be considered present for the purposes of perfect attendance awards.

### **Lateness to School**

**ALL** students are expected to arrive to school on time.

Missing the school bus is not an excuse for missing school.

Middle School: All students are expected to be in their classroom by 8:00 a.m. Students who are not in their classroom by 8:00 a.m. are considered tardy and must report to the office for a late pass. A student whose bus arrives after 8:00 a.m. will not be considered tardy.

High School: High School opens its doors to its students at 6:50. All students must be in their first period class by 7:13 am. Late students must report to the Late Sign-In window to sign-in.

Lateness to school may be excused with a note from a parent/guardian and/or physician. Only 3 parent/guardian excuse notes will be accepted per semester. Unexcused lateness to school will result in discipline, including detention and/or Saturday School. Persistent lateness will result in more severe discipline.

### **Lateness to Class**

Students are expected to be in their seats and prepared to work at the start of each class period. Students who are late to class will be assigned detention and/or referred to the discipline office for additional disciplinary measures.

## **BEHAVIOR EXPECTATIONS & DISCIPLINE GUIDELINES**

It is the purpose of the Board of Education, acting within the intent and letter of the laws and constitution of this state, to provide instruction for students at public expense. Any act of any person or persons to interfere with or to thwart that purpose is unlawful. Therefore, actions by a student or students to interfere materially or substantially with the operation of the school by infringing upon the rights of others to accept instruction will be held responsible for their actions and appropriate disciplinary measures will be taken.

Students should be familiar with the conduct requirements set forth in this document, the student handbook, building procedures, and Board policies, as well as the chart setting forth the disciplinary guidelines included in this document.

### **Discipline, General**

#### ***(School Board Policy No. 218)***

This policy applies to conduct of students while under the supervision of the school or any time while on school property, while present at school-sponsored activities, and while traveling to or from school or school-sponsored activities.

Each student must adhere to Board policies, student handbooks and these Discipline & Attendance Guidelines governing student discipline.

The building principal shall have the authority to assign discipline to students, subject to Board policies, and district rules and regulations. All students maintain due process rights to notice, hearing, and appeal.

Students must comply with the Code of Student Conduct during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

Students shall also be subject to discipline for certain conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or at a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

These qualifying activities occurring off of school property shall be known as "Off-Campus Conduct" and is referred to throughout this document.

Strict adherence to the District's behavioral expectations and school Board policies is required by all students.

### **Bullying/Cyber-Bullying** **(School Board Policy No. 249)**

All forms of bullying by district students are expressly prohibited. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying as defined in this policy includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised or sanctioned by the school.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with these Discipline & Attendance Guidelines which may include:

- Peer Mediation
- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

Students who have been bullied are encouraged to promptly report such incidents to the building principal or designee.

Complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

For full policy and complaint procedures, please review District Policy No. 249, which is available on the District website at [www.bristolwpsd.org](http://www.bristolwpsd.org). Report forms are also available on the District website.



## **Care of School Property** **(School Board Policy No. 224)**

Students are responsible for the proper care of school property, school supplies and equipment entrusted for the student's use.

Students who willfully cause damage to school property shall be subject to disciplinary measures consistent with these Discipline & Attendance Guidelines. Parents/guardians shall be held accountable for the actions of their child.

Any student who damages school property, loses or damages textbooks, supplies, equipment, or furniture will be expected to repay an appropriate amount to replace the damaged property. A bill will be submitted to the parents/guardians for the cost of such damage.

Students may also be suspended for damage done to school property. Students and others who deface or damage any school property may also be reported to Bristol Township Police and prosecuted and punished under law. Parents/guardians of those students will be held accountable for the actions of their child.

All acts of vandalism, theft or property damage may be reported to the Bristol Township Police.

## **Controlled Substances/Paraphernalia** **(School Board Policy No. 227)**

As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school sponsored activity, and during the time spent traveling to and from school and school sponsored activities.

For purposes of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state law
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

This policy shall also apply to Off-Campus Conduct that would otherwise violate the Code of Student Conduct.

### Discipline:

Students who are found to be using, possessing, distributing, or under the influence of a controlled substance will be subject to discipline.

### *First Offense:*

- Parents or guardians will be notified immediately, and the student will be sent home or removed from school for medical attention, if necessary. If parents/guardians cannot be notified, the decision to get medical attention for the student or to isolate the student from

- other students will be made by school administration.
- The student will initially be suspended for at least 3 school days.
  - An informal hearing may be held with the student, his or her parents or guardians, and a designated school official.
  - The result of this meeting could result in one of the following actions:
    1. A referral to the SAP team, school psychologist, guidance counselor, or other qualified District staff member
    2. Full suspension for up to ten school days
    3. Referral for a Superintendent's hearing
    4. Referral to the Board of School Directors for a formal School Board Expulsion Hearing
    5. Referral to the appropriate local law enforcement agency
    6. Any other action determined appropriate for the situation

*Subsequent Offenses:*

1. Immediate suspension from school for up to 10 school days
2. Informal hearing with the designated school official
3. Referral for a District-level Superintendent's hearing
4. Referral to the Board for a formal expulsion hearing
5. Referral to the appropriate law enforcement agency
6. Any other action determined appropriate by the situation

Possession with Intent to Deliver

A student on school property who possesses and/or intends to possess controlled substances, as defined in this policy, and delivers and/or intends to deliver controlled substances shall be subject to the following action:

1. Immediate suspension from school for up to 10 school days.
2. Informal hearing with the designated school official
3. Referral for a District-level Superintendent's hearing
4. Referral to the Board for a formal expulsion hearing
5. Referral to the appropriate law enforcement agency
6. Any other action determined appropriate by the situation

Anabolic Steroids

The Board prohibits the use of anabolic steroids by all students, including those involved in school-related athletics, except for a valid medical purpose. Body-building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for at least 1 season.
2. For a second violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### Referral to Law Enforcement

In addition to District disciplinary procedures, Pennsylvania Board of Education regulations require that all instances of possession, use or sale of a controlled substance or drug paraphernalia will be immediately reported to the local police department. Parents/Guardians will be advised whether the police department has or will be notified of the incident. The District shall have the right to make a recommendation that the student be prosecuted.

### **Disorderly Conduct**

Disorderly conduct is considered behavior on the part of an individual, which causes public inconvenience, annoyance or alarm. Such behavior may include, but is not limited to, fighting, threatening or violent acts. Excessive noise, obscene language/gestures, or creating a hazardous or physically offensive condition is also considered disorderly conduct. All such actions may be reported to the Bristol Township Police. Students involved in any of the above behaviors are subject to suspension and/or could be cited under PA Crimes Code.

### **Dress and Grooming**

#### ***(School Board Policy No. 221)***

Students should consult their Student Handbooks for a list of dress code guidelines.

The building principal or designee shall be responsible to monitor student dress and grooming and to enforce Board policy and school rules governing student dress and grooming.

Students who violate the dress code will be referred to the building principal's office, where appropriate disciplinary action will be taken.

### **Electronic Devices**

#### ***(School Board Policy No. 237)***

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless unfiltered connection to the Internet. Examples of these electronic devices include, but are not limited to, radios, Walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants, (PDA's), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

Students are prohibited from using electronic devices for use during the normal school day hours in District buildings; on District property; on District buses and vehicles; and in locker rooms, bathrooms, health suites and other changing areas at any time.

Students are prohibited from possessing laser pointers and attachments and telephone paging devices/beepers in District buildings; on District property; on District buses and vehicles; and at school sponsored activities.

The District shall not be liable for the loss, damage or misuse of any electronic device.

This policy shall also apply to Off-Campus Conduct that would otherwise violate the Code of Student Conduct.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

### Exceptions:

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons
2. An individualized education program (IEP)
3. Classroom or instructional-related activities
4. Other reasons determined appropriate by the building principal

Students who have been provided electronic devices such as tablets by the District for educational and classroom use shall comply with all of the use guidelines related to those devices.

## **Hazing**

### ***(School Board Policy No. 247)***

Hazing activities of any type are inconsistent with the educational goals of the District and prohibited at all times.

For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in, or affiliation with any organization. Hazing activities of any type are inconsistent with the educational goals of the district and prohibited at all times. The district shall enforce its anti-hazing policy consistent with legal definitions, prohibitions, and obligations, as may be amended by the Legislature from time to time.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature, such as: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in, permit, condone or tolerate any hazing activity.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal.

## **Intervention Prior to Disciplinary Placements**

BTSD recognizes the need to assist students in improving behaviorally as well as academically. Students exhibiting behaviors that would typically be classified as Level I or Level II behaviors on the "Guidelines for Disciplinary Procedures" will be afforded the opportunity to go through the process below prior to referrals being made for AEDY or Alternative School Placements.

Teachers are expected to handle Level 1 infractions prior to referrals to the office. Some of the disciplinary dispositions are:

1. Teacher/Student Discussion
2. Teacher/Student/Counselor Discussion
3. Teacher/Parent Discussion (Parent Conference)
4. Teacher Detention
5. Behavior Strategies/Contracts/ SAP/ESAP Referral

Students being sent to the office for Level 1 infractions that constitute a pattern of behavior, 3 or more referrals over a relatively short period of time for similar offenses, will be referred to the school counselor and a meeting will be held with the parents, students, counselor and teacher(s) to develop a Student

Action Plan. The same may be done for students who commit infractions classified as Level II and Level III infractions, or for those who are demonstrating a pattern of behaviors that result in 3 or more suspensions. If the behavior is truancy, the referral should be made to the home and school visitor rather than the counselor and a Student Attendance Improvement Plan (SAIP) will be completed. If the student is receiving special education services, a referral may be made to the student's IEP team.

Prior to a Superintendent Hearing, with the exception of students who possess a weapon, drugs or drug paraphernalia, who have enacted serious bodily injury on another student or staff member, or who have engaged in aggravated assault of a staff member, a student must have accumulated at least five suspensions, one of which is OSS, and a parent conference and Student Action Plan must have been completed.

Students committing an infraction that involves a weapon, drugs or drug paraphernalia, or who have enacted serious bodily injury on another student or staff member may be referred to a Superintendent's Hearing without having met the above expectations.

**Superintendent Hearings:** In order for a student to be placed in an AEDY or other alternative program as a result of disciplinary infractions, the interventions on the Student Action Plan must have been implemented and proven to be unsuccessful in assisting the student to improve his/her behavior.

### **Medications (Use of)**

#### ***(School Board Policy Nos. 210, 210.1)***

The administration of medication to a student during school hours will be permitted with direction from the parent/guardian and licensed family health care provider only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine was not available during school hours. All medications brought to school must be kept in the nurse's office in a locked cabinet or drawer and must be administered in that office by a licensed nurse.

Medication shall include all medicines prescribed by a licensed healthcare provider of any over-the-counter medicines approved by the school physician. Any medication that is considered a controlled substance must be brought to school by a responsible adult.

Medication shall be administered in accordance with Board policy and applicable regulations.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

### **Nondiscrimination in School & Classroom Practices**

#### ***(School Board Policy Nos. 103, 103.1)***

The District provides an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Students and third parties who have been discriminated against are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review District Policies 103, 103.1, which are available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org). Report forms are also available on the District website.

### **Parking**

Parking is a privilege not a right. Student parking is only available for seniors and in designated areas of the parking lot. Students will need to complete an application to obtain a parking permit. This application can be obtained in the school office. Procedures will be given to the students. Parking permits will be awarded as space allows. Students parking illegally on school property will be ticketed and/or have the vehicle towed at their expense and are also subject to disciplinary action. Parking privileges can be revoked at any time.

## **Plagiarism**

Plagiarism is taking or lending at inappropriate times a person's work, information, ideas, research or documentation without properly identifying the originator. Students may not misrepresent someone else's work as their own. The teacher's professional judgment will determine whether cheating has occurred. Should a student be caught plagiarizing someone else's work as his or her own, the student will receive a failure or zero for that assignment or project. Repeated offenses could result in additional disciplinary measures such as detention or suspension.

## **Relations with Law Enforcement Agencies**

### ***(School Board Policy No. 225)***

In the event that law enforcement officials seek to interrogate a student, the principal or designee shall notify the parents/guardians of the student as soon as possible so that the parents/guardians may be present at the interrogation if they so desire. The school shall continue efforts to contact the parents/guardians until such contact is made; however, if after a reasonable attempts to contact the parents/guardians have proven unsuccessful, then the police shall carry out their duties.

Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.

In emergency situations where a commission of a criminal offense has been witnessed by police, the school shall not hinder the police nor prevent them from taking direct action in a school in such situations where they are engaged in pursuit.

## **Searches**

### ***(School Board Policy No. 226)***

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The District may conduct the following types of searches:

Individualized Suspicion Searches: Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes

a search that must be justified by reasonable suspicion that material in violation of law, District policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches without Individualized Suspicion: Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the District solicitor. Coordination with law enforcement officials will be accomplished as provided in the Memorandum of Understanding with the applicable law enforcement agency.

Searches upon Consent: Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches by or at the Request of Law Enforcement Officials: The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or District rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. The possession of illegal and prohibited materials seized during a search may also be reported to the local law enforcement agency.

### **Social Events and Class Trips**

#### ***(School Board Policy No. 231)***

All students who participate in school social events and class trips will be held responsible for compliance to District policies or rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school social events and class trips is not a right, and may be denied to any student who has demonstrated disregard for the rules of the District or the school.

## **STUDENT ASSISTANCE INFORMATION**

### **Counseling**

Counseling services include academic, personal, career, and college counseling, among others. To find out how to make an appointment with a counselor, students should contact the guidance secretary to fill out an appointment request form.

### **Psychological Services**

A psychologist is available to help parents/guardians and school personnel understand the uniqueness of individual students--their strengths, limitations, and potential. In response to referrals by the child study team, the psychologist evaluates students experiencing difficulty in school and recommends services and programs designed to meet specific needs. The school psychologist is a member of both the Child Study team and the Student Assistance Program (SAP) team. For further information, contact the guidance office.

### **Student Assistance Program**

#### ***(School Board Policy No. 236)***

The Board recognizes that students may experience a number of personal, behavioral or mental health problems that can adversely affect performance in school.

The Student Assistance Program (SAP) is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parents/guardians and student with information so they may access services within the community.

The Student Assistance Program (SAP) is designed to identify any student, K-12, who may develop or is currently having problems in school because of the use of tobacco, drugs, or alcohol, or due to mental health issues. The primary purpose of the SAP is to help students overcome barriers in order that they may achieve, remain in school, and advance.

The core of the SAP is the Student Assistance Team (Team). This group of school personnel has been specially trained to identify problems, determine whether or not the problem can be resolved through District resources, and make recommendations to assist the student and their parents/guardians.

When the problem lies beyond the scope of the District, the Team will assist the parents/guardians and student so they may access services within the community. The Team does not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment. Moreover, the SAP is not designed to provide crisis intervention.

The goals of the SAP shall be to:

1. Provide a systematic, comprehensive and effective mechanism to students, parents/guardians and school staff which address the realities of alcohol and other drug abuse and other critical issues among students that interfere with learning.
2. Work cooperatively with parents/guardians to assist student by gathering pertinent information on



behavior and performance.

3. Develop a personalized action plan that utilizes in-school services and provides follow-up.
4. Offer information regarding community resources when appropriate and/or requested.
5. Increase student and community awareness regarding issues that may affect a student's ability to learn.
6. Ensure quality prevention, intervention and assistance in accordance with applicable state standards and guidelines.

Anyone can refer a student to the SAP when they are concerned about a student's behavior that could place the student at risk in the learning process, including administrators, teachers, school staff, parents/guardians, family members or other students. The student themselves can go directly to any member of the Team for help.

### **Student Expression/Distribution & Posting of Materials (School Board Policy No. 220)**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school, environment and to protect the rights of all members of the school community.

Distribution – Students handing non-school materials to others on school property or during school sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions shall be governed by this policy. When e-mailing, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the District may remove the materials within 10 days of the posting or other reasonable time as designated by the Board or administrative procedures.

#### Expression (Unprotected)

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and or on school property or at school functions including but not limited to:

1. Libel of any specific person or persons
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Students who wish to distribute materials must submit them to the building principal for prior review. The principal will give his/her approval or disapproval within 2 school days. If the principal does not give his/her approval, the student shall be permitted to appeal the reviewer's decision to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

Distribution of approved material may take place only at the places and times designated by the principal or Superintendent. Distributions may not interfere with the orderly operation of schools.

### **Student Fundraising**

#### ***(School Board Policy No. 229)***

The Board prohibits the collection of money by a student for personal benefit in school or on school property or at any school activity.

The collection of money by approved school organizations may be permitted by the building principal.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent.

### **Student Identification Badge**

#### ***(School Board Policy No. 245)***

During normal school hours and while on school property, all students at the secondary level may be required to visibly wear an official identification badge. The identification badge can be worn with a clip chain, but it must be visible for people to see. The student identification badge is not a replacement for passes. Student shall be expected to have a pass in addition to their identification badge when out of class.

The identification badge is the property of the school district and must be presented and/or relinquished to any staff member upon demand. Any student who has lost an ID badge must report it immediately or the next school day if it was lost after the school day.

One (1) identification badge will be issued free of charge to each student. Replacement for a lost or stolen badge will cost the student the specified fee regardless of whether the original badge is located.

When required, except for lost or stolen ID badges, failure to wear a permanent student identification badge or obtain a new identification badge is an infraction of District rules and will result in appropriate disciplinary action.

### **Suspensions & Expulsions**

#### ***(School Board Policy No. 223)***

##### Suspensions:

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of 1 to 10 consecutive school days, and shall immediately notify the parents/guardians and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which he/she is suspended, and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the 10-school day period.

When an out-of-school suspension exceeds 3 school days, the student and parents/guardians shall be given the opportunity for an informal hearing with a designated school official. Such hearing shall take place as soon as possible after the suspension, and the District shall offer to hold it within the first 5 days of the suspension. No student may receive an in-school suspension (ISS) without notice of the reasons for which he/she is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parents/guardians shall be informed in writing of the suspension action taken by the

school. Should the in-school suspension (ISS) exceed 10 consecutive school days, the student and parents/guardians shall be offered an informal hearing with the building principal or designee. Such hearing shall take place prior to the 11th day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The District shall provide for the student's education during the period of in-school suspension.

Suspensions from school occur for many different reasons, including, but not limited to, the infractions listed below:

**1. In-School Suspensions:**

- Gambling
- Class cuts
- Leaving school without permission
- Failure to report to the office when sent
- Truancy
- Persistent lateness to school or class
- Vulgar language (This could warrant a citation.)
- Defiant behavior/insubordinate
- Failure to report to office detention
- Using forged notes/excuses
- Threatening another student
- Violation of Smoking Policy (Citation)
- Failure to attend Saturday School

**2. Out-of-School Suspensions:**

- Four class cuts/accumulative
- Gross disrespect directed to a teacher/staff member
- Threats to others (Not students)
- Theft
- Fighting (Citation)
- Continuously disrupting class
- Vandalism (Minor)
- Refusing to follow directives of an administrator
- Refusing to attend ISS on scheduled day
- ISS is exhausted

**3. Out-of School Suspensions Pending Superintendent Hearing:**

- Tampering with fire alarms or extinguishers
- Arson/weapons
- Threatening school personnel
- Chronic disregard of school rules

An excessive amount of suspensions may result in a Superintendent's Hearing.

Expulsion:

Expulsion is exclusion from school by the Board for a period exceeding 10 consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing with adherence to the student's due process rights.

Students are reminded that in addition to disciplinary procedures, acts of misconduct including, but not limited to, possession of weapons, use or possession of a controlled substance, assaults, harassment and threats may be reported to Bristol Township Police.

A complete copy of Policy No. 233 concerning suspension and expulsion procedures can be found on [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **Technology Resources/Use of Internet (School Board Policy No. 815)**

Use of the computer system and network must be in support of education and research and be consistent with the educational objectives of the District. Use of networks or computing resources of other organizations must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state law is prohibited; this includes but is not limited to, copyrighted material, computer fraud or abuse, threatening material, material protected by trade secret and any material that is obscene, child pornography, and/or material harmful to minors.

### Privileges

The use of electronic information resources is a privilege, not a right, and inappropriate, unauthorized and illegal use will result in a cancellation of those privileges and appropriate disciplinary action. Teachers will explain proper use of the network and Internet to students who have access to the Internet. The District's network administrator and/or designee will determine what is inappropriate use, and their decision is final. Also, system administrators may deny access at any time, as required by the District. The administration, faculty, and staff of the District may request the system administrator to deny, revoke or suspend specific users.

### Privacy

The District may, as part of network system management and in order to preserve the integrity or operational state of the network, find it necessary to look at any data or files of the user that exist on the system.

No computer security system, no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, while the District tries to provide a reasonable level of confidentiality for information stored on the network, the District cannot guarantee the privacy or confidentiality of any information stored on the network.

### Errors/Omissions/Risks

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages users suffer; this includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via the District is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### Network Policy Enforcement Guidelines

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Depending on the nature and severity of the policy violation, the following disciplinary actions may occur:

1. Verbal, written, or electronic mail warning
2. Disciplinary probation
3. Temporary access revocation
4. Permanent access revocation
5. Disciplinary school suspension
6. Alternative punishment not involving access or usage restriction

Additional student disciplinary action may be determined in accordance with existing practice regarding inappropriate language or behavior and other misconduct, and could include suspension or expulsion depending on the severity of the incident.

Disciplinary action on violations shall also be subject to existing Board policy on discipline, as determined by the administration.

If warranted, an administrator may refer the case to an appropriate school, local, state or federal authority for further disposition.

Evidence of attempted hacking into actual system security and integrity or performance related incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user(s) involved will be required to meet with the building principal. After investigation, the case may be referred to the Superintendent or designee for further disciplinary action.

Demonstrated intent to violate this policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

Before any student uses the Internet capabilities of the District, he/she, as well as the student's parent or guardian, must sign an Internet Use Agreement, which is on page 25 of this document.

### **Terroristic Threats/Acts** ***(School Board Policy No. 218.2)***

Terroristic threat – shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Students are prohibited communicating terroristic threats directed at any student, employee, Board member, community member or school building. All incidents may be reported to the Bristol Township Police.

When an administrator based upon a preliminary investigation, has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal will:
  - A. Contact the parent/guardian
  - B. Immediately suspend the student
  - C. Report the student to the appropriate authority where an incident report will be filed (e.g.: police, fire, etc.)
  - D. Schedule the student for a Superintendent's Hearing
2. An incident report shall be completed by a building administrator and submitted to the Superintendent or designee. The District will also maintain a copy of the form and the appropriate parties will be informed.
3. The Superintendent or designee may recommend expulsion of the student to the Board.
4. The incident may be reported to the Bristol Township Police.

### **Arson, Bomb Threats & Other Related Actions**

Any student who sets fire or assists in setting a fire on school property will be suspended from school pending a Superintendent's Hearing.

Any student found tampering with a fire alarm or safety device or pulling a fire alarm without just cause will be reported to the Fire Marshal and will be suspended pending a Superintendent's Hearing.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

### **Tobacco Use** ***(School Board Policy No. 222)***

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district, at school-sponsored activities and events that are held off school property, including school sponsored field trips.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or

unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. "Vaping" devices and e-cigarette products are prohibited on school premises and shall be treated the same and subject to the same prohibitions as "tobacco" products.

The school district may report and initiate prosecution of a student who possesses or uses tobacco in violation of this policy to the Bristol Township Police and initiate prosecution. Parents/Guardians of a student directly involved in the use or possession of tobacco will be notified.

Students who violate the District's Tobacco Use policy shall be subject to appropriate disciplinary action.

## **TRANSPORTATION GUIDELINES**

### **Bicycles & Motor Vehicles**

#### ***(School Board Policy No. 223)***

The Board permits the use of motor vehicles by secondary students in accordance with District rules, provided that such students are licensed drivers, have parental permission when they are minors, and have been granted permission by the building principal to drive a motor vehicle on school grounds.

The Board prohibits the use of mini-bikes, motorcycles, and scooters on school property.

The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.

### **Bus Safety/Transportation**

#### ***(School Board Policy No. 810)***

Transportation is a privilege, not a right and accordingly the bus rules of conduct and behavior must be followed by all students. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers.

Buses may be equipped with cameras or other recording devices. The recordings will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. Students who violate these Bus Safety Rules may be excluded from riding the bus and may be subject to further disciplinary action. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Students must follow the following Bus Safety Rules:

#### **Three General Rules:**

- Always follow the directions of the bus driver.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

#### **Waiting for the Bus**

- Help the buses run on time. Be at your stop **at least** ten minutes early.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus. Turn around and go home.

#### **Danger Zone**

- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross **in front** of the school bus.

### Riding the Bus

- Keep your hands and head inside the bus at all times.
- Help keep the bus clean. Don't throw any objects on the floor or out the windows. Loud talking, laughing, and yelling can be distracting to the driver. For your own safety, do not distract the bus driver. Speak at a moderate level and do not cause disturbances on the bus.
- Live animals, glass containers, firearms, or any items that could be considered a weapon (i.e. toy guns, knives, razors, etc.), explosives, or any other dangerous or objectionable item may not be taken on the bus. Balls for sports are not allowed on the bus unless they fit in the student's school bags and stay there at all times.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc., that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Find a seat as soon as you board the bus. Bus drivers can assign seats. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Absolute quiet is required when the bus approaches a railroad crossing so the driver can listen for an approaching train.
- No smoking, lighted matches, or open flames are permitted on the bus.
- You, the student, will have to pay for the repair of any damage you may cause to the bus.
- No eating or drinking on the bus.

### Leaving the Bus

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the student's regularly scheduled bus stops.
- Kindergarten and designated special needs students must be met at the bus stop by a parent, guardian or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per School Board Policy No. 810.

## **Unlawful Harassment**

### ***(School Board Policy No. 248)***

The Board prohibits all forms of unlawful harassment of students, staff members, and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of

substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

To see the full policy and complaint procedures, please review District Policy No. 248, which is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org). Report forms are also available on the District website.

All complaints should be directed to an Administrator, guidance counselor or an adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Any student who is found to have engaged in such conduct will be subject to immediate disciplinary action including but not limited to detention, suspension, and/or expulsion from school. Acts of harassment may also be reported to Bristol Township Police. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Vulgar Language**

The PA Crimes Code prohibits the use of vulgar/obscene language or gestures in public places and considers its use as disorderly conduct. Such conduct may be reported to Bristol Township Police. On the first use of vulgar language students will be dealt with via a school disciplinary action and will sign an acknowledgement of disorderly conduct. On the second and subsequent occurrences of vulgar/obscene language or gestures students will be cited under the PA Crimes Code.

### **Weapons**

#### ***(School Board Policy No. 218.1)***

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, bat, facsimile weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Students may not possess, handle, transmit or bring weapons or replicas of weapons, onto school property, to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including school bus stops, or a school-sponsored activity before, during or after school hours.

As required by law, any student determined to have violated the School District's Weapons Policy shall be expelled for a period of not less than one year. The Superintendent may, however, recommend modifications of such expulsion requirement on a case-by-case basis.

All incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity will be reported to the local law enforcement agency.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.



Bristol Township School District

INTERNET USE AGREEMENT

I understand and will abide by the Internet Use Agreement and Technology Resource/Use of Internet Policy. I further understand that any violation of this policy and agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

\_\_\_\_\_  
(PLEASE PRINT) Student or Employee Full Name

\_\_\_\_\_  
Expected Date of Graduation (student)

\_\_\_\_\_  
Signature

**PARENTAL CONSENT**

As the parent/guardian of the above named student user of the Internet through the facilities of the Bristol Township School District, I hereby state that I have read the policy and each and every term and condition of this agreement.

Further, I understand that Internet access is designed for educational purposes and that my child has agreed to the terms of this policy and agreement. I give my consent for my child to have access to the Internet and I accept full responsibility for my child's compliance with the terms of this policy and agreement. I also recognize that it is impossible for the Bristol Township School District to restrict or prevent access to all controversial materials. I agree to release the school district from any and all legal liability of any type whatsoever in respect to any materials which are seen, reviewed, or obtained on, or through, the Internet network.

I hereby give my permission for the school district to grant Internet privileges to my child and certify that the information provided below is true and correct.

\_\_\_\_\_  
(Please Print) Parent/Guardian Full Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Daytime Telephone                      Evening Telephone

\_\_\_\_\_  
Parent/Guardian Signature

# School District of Bristol Township

## Guidelines for Disciplinary Procedures

Levels of Misconduct	Examples	Possible Interventions
<p><b>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</b></p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes requires the intervention of other school personnel.</p>	<p>Violations of cafeteria rules Horseplay Cheating/Lying Inappropriate attire Inappropriate displays of affection Classroom disturbance Classroom and non-classroom tardiness (each marking period) Lateness to class Lateness to school Defiant failure to complete assignments or carry out directions Unprepared for class Failure to return absence excuse form Failure to wear ID badge Vulgar Language</p>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Time out</li> <li>• Teacher detention</li> <li>• Conference with student</li> <li>• Parent contact</li> <li>• Withdrawal of privileges</li> <li>• Behavioral contract</li> <li>• Phone call conference</li> <li>• Special assignment</li> <li>• Counseling</li> <li>• Strict supervised study</li> <li>• Lunch detention</li> </ul>
<p><b>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</b></p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel in the administrative level because the LEVEL I disciplinary options have failed to correct the situation. Also included in this suspension level are misbehaviors which do not represent a threat to the health or safety of others but serious enough to require corrective action on the part of the administrative personnel.</p>	<p><b>Unmodified Level I Misconducts</b></p> <p>Persistent lateness Smoking Gambling Leaving school building Using forged notes or excuses Cutting class Truancy Disruptive classroom and non-classroom behavior Vulgar and abusive language Defiant behavior/Insubordination Threats to students Failure to report to office when sent Throwing objects ISS Exhausted</p>	<p><b>Level I Responses</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Parent/staff conference</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Suspension of bus privileges</li> <li>• Citation</li> <li>• Referral to school/township police</li> <li>• Assignment to Saturday school</li> <li>• Referral to RTI, ESAP, SAP</li> <li>• Behavior modification/Behavior Contract</li> <li>• Conflict resolution</li> <li>• Referral to outside agency</li> <li>• Referral to Home &amp; School Visitor</li> <li>• Social Event Probation/Exclusion</li> <li>• Teacher/Schedule Change</li> <li>• Modified School Day</li> </ul>
<p><b>III. Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school.</b></p> <p>These acts might be considered criminal or illegal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for re editing the situation in the best interest of all students.</p>	<p><b>Unmodified Level II or Level I</b></p> <p>Fighting Extortion Vandalism (minor under \$500) Harassment Possession of controlled substances/unauthorized devices Obscene language/gestures Theft (misdemeanor) Threats to others (Not Students) Gross disrespect directed to a teacher/ staff member Actions which violate local, state, federal law or district policy Sexual offense-Verbal Assault -student Leaving School Property Setting off of incendiary devices-minor Chronic disregard of school rules</p>	<p><b>Level I or II Responses</b></p> <ul style="list-style-type: none"> <li>• Refer to school administrators for appropriate action</li> <li>• ISS/parent conference</li> <li>• OSS/parent conference</li> <li>• Home Instruction</li> <li>• Counseling</li> <li>• Charges under PA Civil/Criminal Code</li> <li>• Administrative Hearing</li> <li>• Alternate Program</li> <li>• Temporary removal from class</li> <li>• Citation</li> <li>• ESAP/SAP</li> <li>• Restitution of property and damages</li> </ul>
<p><b>IV. Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.</b></p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the students from school, the intervention of law enforcement authorities, and/or action by the Board of School Directors</p>	<p><b>Unmodified Level I, II, or III</b></p> <p>Extortion Bomb threat or false alarm Possession/use/transfer of a firearms, weapon, or other dangerous material Assault- Staff Aggravated Assault Arson Vandalism ( major \$500 or more) Theft,/possession/ sale of stolen property Furnishing and/or selling of controlled substances/unauthorized devices Reckless driving on school property Terroristic threats/acts Sexual offense- physical Setting off of incendiary devices-major</p>	<p><b>Level I, II, III Responses</b></p> <ul style="list-style-type: none"> <li>• Refer to school administration for appropriate action</li> <li>• OSS/parent conference</li> <li>• Counseling</li> <li>• Instruction in the home</li> <li>• Citation</li> <li>• Charges under PA Civil/Criminal Code</li> <li>• Alternative school</li> <li>• Alternate program</li> <li>• Expulsion</li> <li>• ESAP/SAP</li> <li>• Superintendent's Hearing</li> </ul>

These interventions include but are not limited to the options/responses listed. Revised for all Bristol Township Schools July, 2012

# **BRISTOL TOWNSHIP SCHOOL DISTRICT**

2017-2018



## **BOARD OF SCHOOL DIRECTORS**

Angela M. Nober, President  
Stacy B. Gerlach, Vice President  
Gerald M. Bachman  
James E. Baker, Jr.  
Kellie A. Buchanan  
Amanda Geist  
Constance R. Moore  
Gallus J. Obert  
Aaron Richardson

## **ADMINISTRATION**

Melanie Gehrens, Ed.D., Superintendent  
Lou deFonteny, Director of Pupil Personnel & Special Education  
Catherine Newsham, Ed.D., Curriculum & Instruction - Secondary  
Karen Snedeker, Curriculum & Instruction - Elementary  
Michele Anderson, Federal Programs  
Josh Sweigard, Business Manager



