

Principal's Message

On behalf of the entire Middle School staff, welcome to Saucon Valley Middle School.

This Discipline Code and Guidelines Booklet is a valuable resource to the discipline procedures and policies of the Middle School. By carefully reviewing the contents of this guide, most of the important questions of our school discipline philosophy will be answered. It is not possible to cover every situation that could occur in the course of the school year, therefore we encourage parents and student to contact the school as questions arise.

Academic teams are the central focus in the scheduling of middle school courses and activities. Your homeroom teachers, team teachers and guidance counselors will be available to help you understand schedules and procedures.

The focus of the middle school curriculum is academic excellence and success for all students. The teaching staff will provide programs that challenge our students and assist them in meeting challenges.

The entire school staff (secretaries, custodians, cafeteria employees, bus drivers, teachers, counselors, and administrators) expects that our Middle School students will exhibit exemplary student behavior in all school settings. The entire staff will work cooperatively to provide the best services to our students.

We are looking forward to working together to ensure a successful school year at Saucon Valley Middle School.

Sincerely,

Ms Pamela J. Bernardo
Principal

Mr. Thomas Halcsiak
Assistant Principal

Return this section to your homeroom teacher no later than August 28, 2008

Student's Name: _____

We have read and reviewed the following pages. Students should address any questions to the homeroom teacher.

Student's signature

Parent's signature

SAUCON VALLEY MIDDLE SCHOOL

Hellertown, Pennsylvania

DISCIPLINE CODE

Effective September, 1992, Revised September 2003

Our goal at Saucon Valley Middle School is to provide each student with the finest education possible. To achieve this goal, the school must be safe, orderly, and free of unnecessary disruptions. Students share the responsibility with teachers and administrators to develop a positive educational climate.

The Saucon Valley Middle School Discipline Code is a clearly defined document that identifies types of student behaviors that are unacceptable and the consequences of these acts. This structured system attempts to insure that disciplinary practices and procedures will be consistent, reasonable, fair and equitable. Recognizing not all situations or incidents are alike and may involve unique circumstances, the administration reserves the option to increase or decrease the severity of the action taken when violations of the discipline code occur. The administration also recognizes that all discipline situations cannot be covered within any discipline code. Therefore, it reserves the right to administer any disciplinary action in these situations as they occur.

Respect, Responsibility and Choices

1. Be prepared for class - at all times.
2. Be respectful of self, others, and school property.
3. Use appropriate language.
4. Arrive to class on time.
5. Express positive behavior and attitudes --
do something nice.
6. Dress appropriately.
7. Chewing gum is not allowed.
8. Stop! Think! Make positive choices!

DISCIPLINE CODE DEFINITIONS
LEVEL I

- 1.1 Cafeteria Misbehavior – behavior, which causes interference with normal operational procedures within the cafeteria, including disregard for any rules posted in the cafeteria.
- 1.2 Cheating – talking during tests, copying another’s homework or reports, giving your work to others to copy.
- 1.3 Interfering with Learning of Others – words or behavior that cause interference with normal classroom and/or school routine.
- 1.4 Gum–prohibited in school, including cafeteria.
- 1.5 Horseplay – bodily contact with another person in a jesting manner (stepping on other’s heels, knocking student’s books down, spit balls, etc.) outside the classroom.
- 1.6 Late – arrival to any assigned place late.
- 1.7 Littering – the intentional dropping or throwing of items.
- 1.8 Loitering – the unauthorized use of an area (halls, auditorium, cafeteria, or prolonged stays in the lavatory).
- 1.9 Unprepared for Class – failure to complete in an accurate, neat, and prescribed manner, any assignment or to bring necessary materials to class
- 1.10 No Pass – a student must have a pass at all times, except at class passing times. (A student has the responsibility of securing the pass from a teacher. Student must have a pass to use the lavatory unless supervised by a teacher).
- 1.11 Spitting - inappropriate at all times, on all areas of the campus.
- 1.12 Inappropriate Attire – clothing not acceptable for the classroom (jackets, heavy coats, hats, etc.).

LEVEL II

- 2.1 Conspiracy – encouraging, assisting, or covering up other student’s inappropriate behavior.
- 2.2 Cutting Class/Detention – not reporting to an assigned class, using pass for other than stated and designated reasons, leaving the classroom without permission of a teacher or failure to be present at an assigned detention (including reporting to a teacher for detention).
- 2.3 Disrespect – socially unacceptable words or actions directed toward staff member (to include mumbling remarks under student’s breath).
- 2.4 Forgery – signing or causing to be signed any unauthorized signature, signing any document with a signature other than one’s own.
- 2.5 Lying – deliberately providing incorrect information.
- 2.6 Harassment of Others – any violation of a student’s rights (physical and/or verbal harassment. mishandling other’s property, intimidation of other student’s).
- 2.7 Inappropriate Language/Gestures – cursing, derogatory remarks, vulgarities, etc.
- 2.8 Late to School – arriving at school after designated time.
- 2.9 Safety Concern – thoughtless acts that could endanger one’s self or others (poking with pencils, shooting paper clips, rubber bands, walking on seats, etc.).
- 2.10 Vandalism – vandalism that has no permanently damaging effect, or creates no excessive mess (throwing wet paper towels against the wall, unauthorized writing in a textbook).

LEVEL III

- 3.1 Abusive/Obscene Language/Gestures – a belligerent and/or abusive act or statement directed at any employee of the Saucon Valley Middle School. It is not a simple refusal, but rather an aggressive, insulting, profane, or disruptive verbal threat or abuse.
- 3.2 Violation of Controlled Substances Policy – actual possession, use, transfer of drugs, alcohol, drug related material, or cigarettes (refer to Saucon Valley School District Drug and Alcohol Guidelines).
- 3.3 Fighting – bodily contact, which does or has the potential to cause bodily injury to another student of staff member.
- 3.4 Insubordination – a failure to comply with legitimate requests from employees of the Saucon Valley Middle School.
- 3.5 Leaving School Grounds – leaving the school or school grounds without permission of the proper authority.
- 3.6 Non-Completion of a Disciplinary Assignment – failure to complete in an accurate, neat, and prescribed manner, any assignment resulting from a disciplinary incident.
- 3.7 Smoking – a student lighting a cigarette, in possession of a lit cigarette, matches or lighter, disposing of a lit cigarette, and/or in the process of exhaling smoke (refer to Saucon Valley School District Drug and Alcohol Guidelines).
- 3.8 Threat to Others – actions that endanger the health, safety, and/or welfare of individual students or others.
- 3.9 Theft – unauthorized removal, concealment, possession, or use of property other than one's own to include library and textbooks not properties signed out.
- 3.10 Truancy – non-attendance at school without valid reason.
- 3.11 Vandalism (major) – vandalism that has permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or destruction of property, which results from some other act of misbehavior.
- 3.12 Possession of Drug Paraphernalia – actual possession of items related to the use of drugs.

LEVEL IV

- 4.1 Arson – malicious burning of any item on school property.
- 4.2 Bomb Threat – notifying school of possible bombing.
- 4.3 Possession of Weapons – possession of unauthorized weapons on school property with malicious intent.
- 4.4 Possession of Fireworks – possession of any type of fireworks, which would result in “reckless endangerment”.

DISCIPLINARY ACTIONS EXPLAINED

A. TEACHER/ADMINISTRATIVE/TEAM DETENTION

1. Teacher/Administrative/Team detention can be held any day after school from 2:25 to 3:52.
2. The principal, assistant principal, as well as the teachers of each teaching team have the authority to assign a Teacher/Administrative/Team Detention.
3. Pupils will be notified at least one day in advance of the detention.
4. A notice will be sent home concerning the detention with the student. It is the responsibility of the student to notify their parent/guardian.
5. If a student is absent on the day of an assigned detention, the detention is to be served in the first day of the student's return to school. Excusal from the detention may be granted for legitimate cause only if the request is presented prior to the scheduled time of detention.
6. The rules of Teacher/Administrative/Team Detention are:
 - a. Do not be late.
 - b. No talking
 - c. Face forward, feet on floor, hands on desk. Do not put your head down. You are to be prepared to work.
 - d. You are not excused until 3:52 for any reason(s).
 - e. Any problems will be referred to the Administration.

B. OVERNIGHT SUSPENSION (ONS)

Parents must meet with the Administration before the student can attend any more classes. This meeting will usually be held the following morning prior to the start of school.

C. IN-SCHOOL SUSPENSIONS (ISS)

1. ISS is an alternative to an out-of-school suspension for an offense, which warrants a suspension.
2. A student who serves an in-school suspension will have teacher-supervised study, in a specified location.
3. It is the responsibility of each student to bring all books and school materials to the ISS room.
4. A notice will be sent home concerning each ISS. However, it is the responsibility of the student(s) to notify their parent/guardian.
5. Each student arrives and leaves school at the regular time.
6. The rules of ISS are:

- a. Complete all of your assignments as described on the assignment sheet, which will be provided for you.
 - b. Bring all of your books to ISS.
 - c. Work on your assignments. If you complete a given assignment, request additional work from the ISS room supervisor.
 - d. Do not talk, sleep, chew gum, eat or misbehave in any way. No passing of notes. No throwing of objects.
 - e. Raise your hand for permission to ask for help with an assignment.
 - f. Students will not attend any assemblies, field trips, or any other after-school or evening activity on or during the suspension period.
 - g. Radios, cassette players, and any other electronic devices are not permitted.
 - h. Violation of the above rules will result in referral to the Administration and may result in Out-of-School Suspension.
 - i. Lunch is available for purchase; the regular tray lunch is listed on the monthly menu.
7. A student on ISS may not attend any school-sponsored activities, practices, or games in any days of the ISS.

D. OUT OF SCHOOL SUSPENSION (OSS) *

*Temporary suspension means exclusion from the school for a period of 1 to 3 days by the principal or assistant principal after the student has been informed of the reason for the suspension and has been given the opportunity to respond, in accordance with the policies of the Board of School Directors.

*Full suspension means exclusion from school for a period of up to, and including, 10 school days. An informal hearing involving the principal or assistant principal, the student, and the parents will be held within the first 5 days of suspension if requested by the parents, in accordance with the policies established by the Board of School Directors.

1. A pupil will be suspended for severe disciplinary infractions or for a series of infractions after other means or corrections have failed.
2. All work missed during the OSS must be made up within a reasonable amount of time.
3. Written (and usually verbal) contact will be given to the parents/guardians.
4. A student under suspension may not attend or participate in school-sponsored activities during the days of his/her out-of-school suspension. This includes after-school or evening sporting, social, or musical events.

E. RECOMMENDED EXPULSION

The school principal may request the Superintendent to recommend to the School Board of Directors a hearing for the purpose of excluding a student from school for a period exceeding ten (10) school days. The student shall be given a full due process hearing in accordance with the law before the Board or a duly appointed committee of the Board.

1. The parents or (guardians) and student will receive written notice of the rules violated, the intention to seek expulsion and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. The parents or (guardian) and student will be informed of the right to legal counsel or other adult representation.
3. The student will be afforded the opportunity to present witnesses and evidence in their behalf and to cross-examine opposing witnesses.
4. The proceedings of the hearing will be duly recorded.

DISCIPLINARY PROCEDURES AND RESPONSES

<u>LEVELS</u>	<u>EXAMPLES</u>	<u>PROCEDURES</u>	<u>DISCIPLINARY RESPONSES</u>
<p><u>Level I</u></p> <p>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require intervention of other school support personnel.</p>	<p>cafeteria misbehavior cheating gum chewing horseplay late to class littering loitering unprepared for class no homework no pass Inappropriate attire **Any offense not listed that the <u>teacher</u> believes is applicable.</p>	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p>Parent conference Reprimand/Verbal warning Special assignment Teacher detention Withdrawal of privileges</p>
<p><u>LEVEL II</u></p> <p>Frequent or serious misbehavior that tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I behaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p>	<p>conspiracy cutting class/detention disrespect of teacher/student forgery, lying harassment of others inappropriate attire inappropriate language/gestures late to school possession of inappropriate materials safety concern vandalism-minor **any offense not listed that the administration believes is applicable continuation of unchanged Level I misbehavior.</p>	<p>The student is referred to the administrator for the appropriate disciplinary action. The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>Administrative withdrawal of privileges Office referral Parent conference In-School Suspension Social Probation Teacher/Administrative detention Payment for vandalized property.</p>

DISCIPLINARY PROCEDURES AND RESPONSES

<u>LEVELS</u>	<u>EXAMPLES</u>	<u>PROCEDURES</u>	<u>DISCIPLINARY RESPONSES</u>
<p><u>Level III</u> Acts directed against persons or property, those whose consequences may seriously endanger the health or safety of others in the school. Some of 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 remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) may be referred to the appropriate law enforcement agency.</p>	<p>abusive/obscene language/gestures violation of controlled substances policy (drugs, alcohol, cigarettes) fighting insubordination leaving school grounds without authority non-completion of disciplinary assignment smoking-use or possession of matches or lighters threat to others theft vandalism-major possession of drug paraphernalia truancy ** Any offense not listed that the administration believes is applicable.</p>	<p>The administrator indicates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary action is maintained by the administrator.</p>	<p>In-School-Suspension Overnight Suspension Out-of-School suspension Parent hearing Possible referral to law enforcement agency Social Probation Payment for vandalized property.</p>
<p><u>LEVEL IV</u> Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities. and action by the Board of School Directors.</p>	<p>arson bomb threat possession of weapons sale of controlled substance possession of fireworks continuation of unchanged Level I, II, III misbehavior. ** Any offense not listed that the administration believes is applicable.</p>	<p>The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offender. A complete and accurate report is submitted to the Superintendent by Board action</p>	<p>Expulsion Out-of-school suspension Parent hearing Referral to law enforcement agency</p>

DETENTION NO-SHOW POLICY

Teacher/Administrative detentions are a step in a process to correct inappropriate behavior. Problems compound when a student willfully or otherwise skips a scheduled detention. The following policy became effective on January 3, 1995 and revised September 2003.

Students are verbally informed by teachers of an assigned detention. Written notification is not sent to the home. Students are to be given at least 24 hours notice prior to a scheduled team detention. If extenuating circumstances prevent a student from attending a scheduled detention, he/she must contact the teacher to make other arrangements prior to 2:25 PM on the day of the scheduled detention. Students must contact the teacher verbally or with a note from home before being allowed to defer a detention.

Students who are assigned to Remediation (Monday through Friday) for academic assistance will not receive 24 hrs. prior notice. Please refer to information regarding Remediation in the Student Assignment Book.

If a student fails to report to a scheduled team detention then:

1. Student may be assigned an In-School Suspension, additional after school detention, and/or social probation.
2. Repeated failures to report to after school detention may result in Out-of-School Suspension.

Sincerely,

Pamela J. Bernardo
Principal

Thomas Halcsiak
Assistant Principal

TRANSPORTATION DEPARTMENT

ASSERTIVE DISCIPLINE PLAN

PURPOSE: To provide for the safe and orderly transportation of students to and from school and special events.

The following rules and regulations are promulgated with the health, safety and welfare of all students and employees in mind. The Saucon Valley School District will strictly enforce these rules and regulations and requests the cooperation of students and parents in ensuring that student conduct on the bus and at the bus stop is of such a nature so as to assist the District in this regard, in accordance with the Pennsylvania School Code 24PS SEC 5-510.

RULES AND REGULATIONS:

1. Only articles that may be held on the student's lap or placed under the seat may be transported on the school bus or van. No article is to interfere with the accompanying seat. The following articles are not allowed on the bus: ski equipment, golf equipment, skateboards, scooters, or any other article that the Transportation Department deems to be a potential safety hazard..
2. Follow directions the first time they are given whether it is by the driver, monitor, teacher, chaperone, etc.
3. Be courteous; use no profane language, refrain from shouting in the vehicle or at the bus stop.
4. Eating, drinking and gum chewing is not permitted in the vehicle
5. Keep the bus clean by placing any refuse in the receptacles provided.
6. Behave in a proper manner while a passenger and follow all applicable safety procedures provided by the District and/or driver. Inappropriate behavior includes, but is not limited to, standing in the aisle while the vehicle is moving; standing or kneeling on the seats; pushing and shoving other passengers; throwing items at the bus driver or at another passenger; fighting; shouting out windows.
7. The Saucon Valley School District is a smoke-free district. Accordingly, the possession and/or use of tobacco products are strictly prohibited. A fine may be imposed in accordance with Pennsylvania State Act 145.
8. Stay in your seat at all times except when loading and unloading. Keep head, hands, feet and articles inside the vehicle and to yourself.
9. Maintain proper bus stop conduct and enter and exit the vehicle in an orderly manner so as to protect the health, safety and welfare of yourself and others. Inappropriate bus stop behavior includes, but is not limited to, horseplay; swearing and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.
10. **Driver is authorized to assign students to seats.**

CONSEQUENCES:

Any violation of the above rules of conduct during a student's enrollment in the Saucon Valley School District will result in the imposition of the following disciplinary action. Note: The bus conduct report forms referenced below will be maintained in the student's discipline file.

SEVERE DISCIPLINARY PROBLEMS:

A severe disciplinary situation which endangers the health, safety and welfare of oneself or others will automatically subject the student to a mandatory automatic suspension of transportation privileges for an appropriate period of time, including permanently, as determined by the appropriate building administrator and may also result in additional disciplinary measures, including expulsion in accordance with the District's Student Disciplinary Policies. Some examples of severe disciplinary situations are as follows: fighting, injuring another student in any manner, violating bus safety rules by not crossing properly, getting near the vehicle wheels while engaged in horseplay; pushing and shoving others, and refusing to take a seat while on the vehicle.

This provision also includes any conduct which involves defacing equipment, and such conduct will result in mandatory automatic suspension of transportation privileges for an appropriate period of time, including permanently, and may also result in expulsion from the Saucon Valley School District. The individual will be required to reimburse the District for the costs involved in repairing the damaged equipment.

VERBAL WARNING:

A verbal warning may be issued by the driver, monitor, teacher, or chaperone to a student in reference to their behavior, and an assigned seat may be issued. Documentation of this warning will be submitted to the building administrator.

FIRST VIOLATION:

When a student does not follow the rules or the direction of the driver, monitor, teacher or chaperone the student may be assigned to a specific seat by the driver, and a bus conduct report form will be filed with the building administrator for his/her disposition. Notification of this incident via mail, telephone or conference will be communicated to the student's parent or guardian.

SECOND VIOLATION:

The student is referred to the appropriate building administrator for a conference via the filing of a bus conduct report form. The parent or guardian is notified of the incident, and a parent conference may be scheduled. Disciplinary measures, such as detention, suspension, or loss of riding privileges, may be imposed by the administrator in accordance with the District's Student Disciplinary Policies.

THIRD VIOLATION:

The student is referred to the appropriate building administrator via the filing of a bus conduct report form for a mandatory suspension of transportation privileges. The term of such suspension will be established by the building administrator in his/her discretion and may include a permanent suspension of such privileges. Additional disciplinary measures, such as detention, suspension of expulsion, may be imposed by the building administrator in accordance with the District's Student Disciplinary Policies.

SUBSEQUENT VIOLATIONS:

The student is referred to the appropriate building administrator via the filing of a bus conduct report form for a mandatory suspension of transportation privileges for an appropriate period of time, including permanently, as determined by the building administrator. Such subsequent violations may also result in other disciplinary measures, including expulsion, may be imposed by the building administrator in accordance with the District's Student Disciplinary Policies..

VIDEO CAMERAS:

Please note: video cameras are installed in certain district vehicles for monitoring and discipline purposes.

ANIMAL DISSECTION – RIGHT OF REFUSAL

As stipulated in Section 1522 of the Pennsylvania School Code (added by Act 88 of 1992), a student may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

HARASSMENT AND DISCRIMINATION (STUDENTS)

It is the policy of the Saucon Valley School District to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, handicap, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any harassment and discrimination.

The school district recognizes that impermissible discrimination and/or harassment may take many form, including:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, telephone calls, invitations of comments.
2. Visual conduct such as derogatory posters, cartoons, drawings, letters, notes or gestures.
3. Physical conduct such as assault, offensive or unwelcome touching, blocking normal movement, or interference with school studies, courses, programs or activities because of sex or other protected group.
4. Threats and/or demands of sexual requests or activity as a condition or term of the student's status in a course, program or school related activity or as the basis for academic or other decisions which may affect a student or which has the purpose or effect of interfering with a student's educational experience or creates an intimidating, hostile or offensive learning environment.
5. Retaliation for having reported the harassment or discrimination.
6. Denial of any of the benefits of a complete educational program for an impermissible reason such as race, religion, sex, age, marital status, familial status, national origin, color or disability.

Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including but not limited to detention, suspension and/or expulsion from school. The procedures required by 22 Pa. Code Section 12.6 and Section 14.35 shall govern the exclusion of students from school.