

LANCASTER-LEBANON INTERMEDIATE UNIT 13

Code of Student Conduct

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Lancaster-Lebanon Intermediate Unit 13

Code of Student Conduct

Code of Student Responsibilities and Conduct

The Lancaster-Lebanon Intermediate Unit 13 (IU 13) believes that an effective instructional program requires students, school staff, and parents to work together to maintain a structured, safe, organized school environment where students learn and practice the academic, behavioral, and social skills needed to be successful in school and the work environment.

Students' Responsibilities

Students' responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. (PA Code Chapter 12 Annex A). Students are expected to demonstrate respect for themselves and the school environment by choosing respectful language and behavior throughout the school day. This includes all school grounds, in classrooms, on school buses, and on school outings. Students will be closely monitored by staff at all times and are expected to follow class routines as established by their teachers and remain in their assigned area. Students are expected to be attentive to safety concerns and abide by school rules and civil law.

1. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
2. Students should express their ideas and opinions in a respectful manner.
3. It is the responsibility of the students to conform with the following:
 - a) Be aware of all the rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - b) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c) Dress and groom so as to meet the standards of safety and health, and not to cause substantial disruption to the educational process.
 - d) Assist the school staff in operating a safe school for all students.
 - e) Comply with Commonwealth and local laws.
 - f) Exercise proper care when using public facilities and equipment.
 - g) Attend school daily and be on time for all classes and school functions.
 - h) Make up work when absent from school.
 - i) Pursue and attempt to complete satisfactorily the courses of study required by Commonwealth of Pennsylvania and local school authorities.
 - j) Report information accurately in student media and not use indecent or obscene language in student media or on school premises.

Dress Code

Student dress and overall appearance should foster a positive school environment and should reflect pride in one's self as well as in our school. Students shall be dressed in clean, neat apparel worn in its intended manner. We believe that student dress and appearance is a shared responsibility of the home and the school.

If a student chooses to attend school in clothing that does not comply with these standards, the student will be asked to change into a school provided garment if available. The student will remain in the reflection room or staff office until a parent brings in a change of clothes or until the student chooses to change into school provided clothing. Students are expected to come to school neatly dressed and well groomed.

Attendance Policy (Board Policy 204)

School-age students enrolled in Intermediate Unit programs shall attend school regularly, in accordance with state laws. The educational programs offered by the IU are predicated upon the presence of the student, and require continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Excused absences include illness, family illness/emergencies, certified legal appointments, doctor and dentist appointments, pre-approved bona fide religious holidays, death in the family, and suspension. Pre-approval must be granted for educational experiences/vacation that exceeds two (2) days. Program supervisor and school district representatives will review requests for this type of absence.

The student is responsible to return a written excuse/excuse card within three days. Failure to do so may result in the student being charged with an unlawful or unexcused absence. If the student has been absent three consecutive days due to illness, a doctor's excuse is requested upon return to school. Students who establish a record of excessive absence or lateness to school may be required to present a doctor's note for all future absences and tardiness.

Unexcused absences include absence through parental neglect, illegal employment, truancy, leaving school grounds without authorization, and written excuse/excuse card not returned to the school.

If the pupil accumulates three illegal/unexcused absences, these are recorded and provided with notification to the school social worker. The school social worker will contact the family in an attempt to resolve or assist with any truancy problems that may be developing. Any illegal absences occurring after this notice are subject to a fine as prescribed by the Pennsylvania School Code and will be reported to the home school district.

Students are responsible to make up work missed when absent. Class participation and class attendance is calculated into the grading system, which makes it essential that students attend school and classes on a regular basis. Excessive absences from school and/or classes can result in failure for the quarter or for the year.

Leaving Early or Arriving Late to School

Students may leave school early ONLY WITH PARENTAL/GUARDIAN WRITTEN PERMISSION and with authorized adults as per Emergency Cards/ parental arrangements.

Parents should come into the school building to pick up their student and check in with the school office. If a student arrives at school other than on the school bus, A PARENT/GUARDIAN IS EXPECTED TO ACCOMPANY THE STUDENT INTO THE SCHOOL AND CHECK IN WITH THE SCHOOL OFFICE. Proper identification will be expected when picking up a student. Students who will be arriving late to school must call in to school by 8:30 a.m. if they would like to place a lunch order. Students are to immediately enter the school upon arrival.

Leaving School Grounds

Intermediate Unit 13 policy requires teachers to report students leaving school grounds to the parent or emergency contact and program supervisor. Leaving school grounds during school hours is considered truancy and will result in consequences.

The school social worker and school staff are available to families who have questions or concerns about attendance and truancy. Schools are required to work collaboratively with students, parents and other community agencies to develop and implement a Truancy Elimination Plan for your child. Please contact us for assistance.

Behavior Support

Student Discipline

All IU educational programs shall operate with the intent to prevent discipline problems and to use positive measures to promote appropriate student behavior. In an effort to keep order and to promote learning, proactive measures shall be used whenever possible, including but not limited to behavior support plans, in-class behavior management systems, Safe Crisis Management (SCM), and Nonviolent Crisis Prevention/Intervention (CPI). Should disciplinary action be necessary, any disciplinary action shall comply with all applicable laws and regulations.

An effective educational program requires a safe and orderly school environment. Student conduct is closely related to learning.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in IU programs during the time they are under the supervision of the IU including while: on school property; present at school-sponsored activities; and traveling to or from school-sponsored activities.

The Board shall approve a Code of Student Responsibilities and Conduct for IU programs to govern student discipline. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

Logical Consequences

It is our policy to avoid out-of-school suspension. It is our belief that the inconvenience to families, lost educational opportunities and the risk of delinquency outweighs any benefits of the practice. Out-of-school suspension will only be used in cases of extreme verbal and/or physical violence, disruption or criminal behavior such as possession/use of drugs and weapons. During this time staff will meet to determine if changes can be made programmatically to better support the student.

To manage behavior problems, which do not impose a threat to others' safety, we will employ logical consequences, supervised by a behavior support assistant, instructional staff and/or support staff. We believe that students at the middle school and high school level must demonstrate accountability for their behavior through accountability restitution and reconciliation. We ask for your support in enforcing these consequences.

Logical consequences are designed to address inappropriate behavior. The purpose of logical consequences is to teach new behaviors or to provide restitution. Parents and students are encouraged to discuss potential consequences for behavior with the support team/school staff when developing a Behavior Support Plan. Any significant changes to the Positive Behavior Support Plan (PBSP) will be discussed at an IEP meeting.

Nonviolent Crisis Intervention

Crisis Prevention Institute (CPI)

Lancaster-Lebanon Intermediate Unit 13 staff members are trained in Nonviolent Crisis Intervention that includes verbal de-escalation techniques and nonviolent physical interventions to manage students who become verbally and physically out of control. This method of intervention is used to address disruptive and potentially aggressive behavior. Under all circumstances, verbal mediation techniques, including supportive communication, non-threatening directives and therapeutic non-verbal behaviors, are used prior to any physical interaction with students.

Physical interventions are designed to maintain students' physical safety and dignity, and are implemented using a team approach with at least two staff members present. Staff members have been trained in the use of nonviolent physical restraint through a program called Crisis Prevention Institute (CPI). Disruptive and/or potentially dangerous behaviors may result in student removal from the classroom via escort technique. Staff should take all steps necessary to consider the safety of other students and staff by separating the acting-out student to a safe, private area. CPI will be used in conjunction of the child's PBSP.

Safe Crises Management (SCM)

In addition to CPI, some staff are trained in Safe Crises Management (SCM), which has many overlapping de-escalation strategies as are taught within the CPI model, but also provides additional interventions which can be used when students exhibit severe challenging behaviors. SCM emphasizes proactive prevention through understanding individual crisis behavior and

the dynamics of escalation, using fundamental management of the environment/program, and providing the support needed to avoid behavior incidents.

Following a physical restraint, staff provides post-intervention support including communication to re-establish rapport with the students and prevention planning to avoid future incidents. According to Pennsylvania Department of Education regulations, parents will be offered the opportunity to meet via an IEP meeting whenever a physical restraint is conducted.

The use of physical restraint is permitted in cases when a student's behavior has escalated to the point that the student is endangering him/herself or others.

However, some behaviors cannot and will not be handled by IU staff alone and will be referred to the Juvenile or Adult Criminal Justice System, as the case may be.

Searches of School Property/Student Property (Board Policy 226)

IU School officials have the authority to require students or other persons under their jurisdiction to submit to a thorough search of shoes, clothing, handbags, wallets, and any other item defined to hold students' possessions. IU officials shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities or disposal.

Searches shall be conducted with an appropriate witness, which may be the student's parent, staff member, or police representative.

Weapons (Board Policy 218.1)

Students assigned to Intermediate Unit programs are prohibited from possessing, carrying, attempting to purchase or sell, storing, using and bringing weapons and replicas of weapons into any school district buildings, IU operated facilities, onto IU property, to any IU sponsored activity, and onto any public conveyance providing transportation to or from the site of an IU program.

For purposes of this policy, the term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, blackjack, metal knuckles, firearm, shotgun, rifle, explosive, incendiary device, chemical agent, noxious substance, replica or look alike of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or designated storage location; under the student's control while on Intermediate Unit property, on property being used by the IU, at any IU function or activity, at any IU event held away from the IU; or while the student is coming to or from the site of an IU program.

Subject to compliance with all applicable requirements relating to due process procedures and to children who are eligible for special education services, violations of this policy shall result in

notification to the student's district of residence. Disciplinary actions are considered on a case-by-case basis in conjunction with school district administration and their weapons policy for appropriate discipline.

Depending on the location of the student's IU operated program, the school district or IU designee shall report discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe School on the required form once per year as required.

Random searches may occur to deter the possession of weapons in district and IU operated facilities. Students in a district operated IU class will follow district policy. Students in an IU facility may be subjected to searches using hand-held or other metal detectors.

This policy is applicable to all Intermediate Unit service programs.

Nondiscrimination/Discriminatory Harassment-Educational Programs/Services **(Board Policy 103)**

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Intermediate Unit strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Intermediate Unit school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under Board policies.

Bullying & Cyber-Bullying (Board Policy 249)

The Board is committed to providing a safe, positive learning environment for students attending Intermediate Unit programs. Bullying or cyber bullying is unacceptable as it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

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

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

Bullying includes cyber-bullying and shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The Board prohibits all forms of bullying by Intermediate Unit students.

Electronic Devices (Board Policy 237)

Cellular telephones and other electronic devices must be given to school staff upon arrival and will be returned to the student at dismissal. The School is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other electronic devices brought onto its property, including any electronic devices confiscated due to inappropriate use.

Students are only permitted to use the telephone with staff permission under special circumstances. Staff will dial the phone number and be present in the room while students are on the telephone. Student use of the phone is limited to cases of emergencies which impact school performance, parent contacts, or contacts to student's employer.

Students may not use cellular phones to make calls, send or retrieve voice or text messages or video tape, photograph or audiotape others on the school grounds or school bus during school hours.

Students who neglect to abide by the stated Board Policy may be subject to disciplinary action.

Tobacco Use (Board Policy 222)

Per state law that took effect in February of 1997, the use of tobacco in schools is prohibited. Any student who possesses or uses tobacco in a school building, on a school bus or on school property may be subjected to prosecution and can be sentenced to pay a fine based on local District Justice and police policy.

Please be aware that if a student is in possession or is using any type of tobacco product, the staff at Community School will confiscate and destroy the products. Student will be subject to disciplinary action.

Controlled Substances/Paraphernalia (Board Policy 227)

Students are expected to be drug and alcohol free. Students are not permitted to possess, be under the influence of, sell or use alcohol, drugs or drug-related paraphernalia in school buildings, on school grounds or leaving and then returning to school grounds, on vehicles used for school transportation, or during school sponsored events or activities. Violators of this regulation will receive disciplinary action and will be reported to the police. Such items will be confiscated and not returned regardless of age or ownership. Controlled substances, imitation controlled substances, synthetic substances intended to alter one's mood or physical condition, marijuana, and/or prescription medications will be turned over to the police and the parent/guardian will be contacted.

Students who appear to be under the influence of drugs or alcohol during school hours, or at school event, shall be medically evaluated by IU13 staff and when deemed appropriate referred for professional medical care. Parent/guardians shall be notified and the police may be contacted if necessary.

Definition of Terms

Drug means (a) any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or as further defined by regulation at 21 CFR 1300.11 through 1300.15, including Opiates (e.g., heroin, morphine, codeine, methadone), cocaine and "crack", cannabinoids (e.g., marijuana, hashish), amphetamines, barbiturates, benzodiazepines (e.g., valium, and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD)); (b) any substance which is misused for the purpose of affecting a person's emotional, mental or physical facilities (e.g., aerosols, glue, solvents, etc.); (c) any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician's prescription; (d) any over-the-counter medication unless possessed and used in accordance with the manufacturer's recommendations; (e) anabolic steroids; and (f) any substance which is represented as being, or which is thought to be by the person who possesses or used or distributes the substance, a drug, e.g. "look-alike-drugs"; (g) synthetic substance are those substances manufactured for the purposes of altering the consumers mood or physical condition, and depending on their composition, may or may not be currently illegal in accordance with the PA Crimes Code.

Electronic Information Access/Acceptable Use (Board Policy 815)

The Intermediate Unit provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, devices, networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers and cameras.

The Board supports the use of the Intermediate Unit’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the Intermediate Unit, and to carry out the legitimate business and operation of the Intermediate Unit.

The use of the Intermediate Unit’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the Intermediate Unit. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the Intermediate Unit’s Technology resources.

Cheating/Plagiarism

In an academic environment, it is essential that each student be responsible for his/her own work. Cheating, copying another student’s work, sharing answers and plagiarism are unacceptable. Examples of unacceptable behavior include but are not limited to the following:

1. Using published works without giving credit to the author or publisher (plagiarism)
2. Copying another student’s answers on a test
3. Talking or texting during a test
4. Copying another student’s homework
5. Using written answers prepared before a test
6. Making work available for another student to copy
7. Changing answers on work being corrected without the consent of the teacher

Cheating/Plagiarism may result in a revised grade and other school discipline.

Responsibilities of Parent/Guardian

1. Understand that the state law requires every parent to properly care for, educate, and discipline his or her child.
2. Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.

4. Direct their concerns regarding the education of their child to the professional most directly involved.
5. Be financially responsible for any damage to personal or school property committed by their child.