Plum Borough School District
Code of Conduct
2019 - 2020

900 Elicker Road, Pittsburgh PA 15239

Exceptionally Prepared for Success
Plum CommUNITY Pledge

As a member of the Plum Borough School Community, I pledge in both my words and actions . . .

★

- to work together to build pride, positivity and unity in my school and community;
- to foster a safe, welcoming, non-intimidating atmosphere and a sense of belonging for all students, staff and community members;
- to enhance the value of education by respecting how all cultures solve problems in positive ways;
- to accept my role in supporting a high quality, student-centered learning environment;
- to foster a sense of equity in school experiences and opportunities to enable success for all;
- to listen to the views, ideas, thoughts and beliefs of others with tolerance, empathy and respect;
- to acknowledge, honor and celebrate the similarities and differences in others;
- to share my knowledge about culture and the contributions made by diverse members of our society;
- to report behaviors that are discriminatory, biased or culturally insensitive;

AND, to be kind, caring and unbiased in my words and actions.
Plum Borough School District
Code of Conduct Table of Contents

Purpose 4
Policy 218 4
Goals 4
Family Education Rights & Privacy Act Confidentiality of Student Records 5
Academic Integrity 6
Attendance 7
  - Early Dismissal
  - Excused Absences
  - Tardy to School
  - Truancy
  - Unexcused Absences
Bullying/Cyber Bullying 10
Care of School Property 12
Chain of Command 12
Delinquent vs. Criminal Acts 15
Discrimination 15
Dress and Grooming 15
Driving to School 17
Drugs and Alcohol 19
  - Distribution of Drugs/Alcohol
  - Possession/Use of Drugs/Alcohol
  - Sale of Drugs/Alcohol
Electronic Devices 20
Glass Containers 21
Harassment 21
  - Hazing
  - Ethnic and Racial Harassment
  - Sexual Harassment
  - Unlawful Harassment
Purpose

The purpose of the Plum Borough School District (PBSD) Code of Conduct is to present standard behavioral expectations based on school board policy for all students in the district. Parents are encouraged to become familiar with the PBSD Code of Conduct and to review these documents with their children.

Parents, guardians and students shall refer to Board Policy 218 of the Board Policy Manual for additional information regarding the student discipline, student conduct and consequences of inappropriate or proscribed behaviors and conduct. In the event of any conflict between the terms of this Code of Conduct and any board policy, the applicable board policy will control and take precedence.

PBSD Strategic Goals

- Keep our schools safe
- Increase levels of academic achievement and academic rigor
- Maximize fiscal responsibility
- Satisfy our customers and community
- Cultivate a first rate workforce
- Measure against the best

The Code of Conduct consists of four levels. Levels I, II, III and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed and instead demonstrate good conduct.

The examples provided in this Code of Conduct are not all-inclusive and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel.

Any student found in violation of Plum Borough School Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.
FAMILY EDUCATION RIGHTS & PRIVACY ACT CONFIDENTIALITY OF STUDENT RECORDS

1. To review, inspect, and obtain a copy of the educational records.
2. To challenge the contents of the records.

If you should wish to examine the records, contact your school principal.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents/eligible students have the right to request a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact them at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.
Academic Integrity

Plum Borough School District expects the highest standard of honesty in all phases of academic work from its students. Academic dishonesty in any form is an offense against the integrity of the entire school community and will not be tolerated. Academic dishonesty or more commonly known as cheating or plagiarism, can be defined as any of the following (this list is not all-inclusive):

1. Obtaining assistance from or knowingly giving assistance to another student during an exam.
2. The use of notes, books, or other source of information during an exam that is not authorized by the examiner.
3. Obtaining without authorization an examination or any part thereof.
4. Turning in someone else’s work as your own or allowing them to turn your work in as their own.
5. Altering, or causing to be altered, the record of any grade on a test, quiz, etc., or in a grade book, office, or other record.
6. Using a personal electronic device to photograph any portion of an assessment to use for personal reasons or to pass it on to other students.
7. Plagiarism - Merriam Webster’s Collegiate Dictionary, defines plagiarism as “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source. Examples of plagiarism include copying passages or visual downloads from the Internet or other texts; not documenting written or oral sources such as teachers, other students, critics; fabricating or manipulating a quotation or source and using free or purchased papers from the Internet or other source.

Academic Dishonesty will be subject to the following consequences:

1. No credit given for the assignment, assessment, project, or specified portion on which the student cheated or plagiarised.
2. Use of a computer or electronic device to cheat may result in the student losing device or computer privileges.
3. Possible disciplinary consequences depending on the nature of the infraction, to be determined by the teacher and administration.
Attendance

The goal for each Plum Borough student is to have perfect attendance. However, the District understands that life often prevents this from happening. As a result of this reality, students and parents are required to provide the District with written excuses for all absences.

State law and district policy require students to attend school. All absences from school are deemed unexcused until a note from the parent/guardian is submitted to the school. **Excuses (parent and medical) must be submitted to school within three (3) school days of a student’s return after an absence, then the absence will be permanently marked as unexcused. Parents/Guardians can write a note to excuse a child from school for up to 10 absences. Any absence beyond 10 days will require a note from a doctor excusing the child from school.**

When a student accrues three (3) unexcused absences, written notification will be mailed to the parent/guardian that includes a description of the consequences that will follow if student continues to be truant. For continued unexcused absences, the district will contact the parent/guardian for an attendance improvement conference and they will be required to meet with school officials to discuss truancy elimination strategies for their child.

Once a student reaches 6 unexcused days, the student is considered “Habitually Truant”. At this point the district may take one or all of the following actions:

- Referral to a school or community-based attendance program,
- Referral to the county Children and Youth Services (CYS) for services as a dependent child under the Juvenile Act.
- Truancy Charges may be filed with the local district magistrate

**In addition, students who purchased parking passes and acquired 6 or more unexcused absences may result in the student’s loss of parking privileges for the remainder of the school year. Also, students who have 9 or more unexcused absences at the time of prom ticket purchases will not be permitted to purchase a ticket.**

Refer to [Board Policy 204](#) for more information related to student attendance.
**Early Dismissal**

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should communicate a request for an early dismissal, which the student should present to the school office or attendance office at the start of the school day. Electronic, scanned excuses, with parental signatures are also acceptable. The note must state: student’s full name, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office/attendance office when leaving the building for an early dismissal.

**Excused Absences**

Six reasons are defined as excused absences from school:

1. Illness
2. Healthcare
3. Death in family
4. Family Educational Trips with Prior Approval (Note: A completed Request for Student Excusal from School for Educational Tour or Trip form must be submitted to the principal two weeks prior to the trip)
5. School Approved Educational tours and trips (See School Counselor)
6. Religious holidays

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student’s teachers. The school may require the parent to verify a student’s illness with a written statement from a physician.

If a student accumulates ten (10) partial day and/or full day absences or displays a pattern of absenteeism, parents/guardians will be notified by school authorities via letter sent by first class mail. A partial day absence is defined as a tardy or early dismissal during the academic day. A tardy is defined as arriving to school after the defined daily start time for each building. Early dismissal is defined as leaving school any time after arriving to school.

**Tardy to School**

All tardies are considered unexcused unless accompanied by a medical excuse. Tardiness due to a medical appointment will be recorded on the student’s record as a medically excused tardy when a signed slip from the doctor’s office is presented to the attendance office. No parent excuses will be accepted for tardies. Students must show their teacher a tardy slip from the attendance office for admission to class. When reporting late to school, students are to enter through the main entrance and report directly to the attendance office.

The first three (3) tardies will result in lunch detention. Additional offenses of three (3) accrued tardies throughout the year will result in progressive discipline.

Tardy and early dismissal minutes accumulate for the year. Minutes that accumulate for the length of standard school day will be counted as one unexcused absence. Example - 408 tardy or early dismissal minutes equals a day at the high school.
Truancy

The laws of the Commonwealth of Pennsylvania provide for a $300 per day fine and allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child’s school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. This law also provides that truant students can lose their driver’s license for 90 days for a first offense and six months for a second offense. Refer to Board Policy 204 for more information.

Unexcused Absences

If the reason for a school absence is outside of the above-mentioned conditions, or if a student fails to submit a written excuse within three school days, the absence will be recorded as unexcused. Refer to Board Policy 204 for more information.
Bullying/Cyber Bullying

According to Pennsylvania Statute, “Bullying” means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
   o Substantially interfering with a student’s education;
   o Creating a threatening environment; or
   o Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, “school setting” means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes “cyber bullying”, which involves the use of electronic devices to engage in any of the conduct described above.

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences to acts of bullying occurring in a non-school setting to the fullest extent permitted by law. Refer to Board Policy 249 for more information. Administrative actions and interventions related to non-school settings will be determined based upon the incident’s alignment to criteria listed above.

Guidelines for Recognizing and Identifying Bullying and Cyberbullying

• **Power:** It is bullying and not just playing around when two people are unequal in power and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few. The ‘bully’ watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless…it seems that nothing will stop the treatment.

• **Repeated, Intentional Actions:** Negative actions are repeated, happening over and over in many different settings. Usually adults are unaware or are not present when they occur. The person doing the bullying does it on purpose and the intent is to hurt another person.

• **Different levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant (“I gotcha!”), and one is crying or looking frightened, humiliated, confused, or angry.
Examples but not limited to:

- Taking another person’s property
- Hitting another person
- Taunting
- Persuading people to reject or keep out another person
- Spreading rumors
- Name calling
- Writing hateful notes

Reports of “bullying” should be made to a building principal, assistant principal, teacher, or school counselor.

Bullying/Cyber Bullying may have Level I or higher consequences. In addition, conduct which constitutes Bullying or Cyberbullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

Refer to Board Policies 103, 103.1, 247, 248, and 249 for more information regarding Non-Discrimination, Unlawful Harassment, Hazing and Bullying/Cyber Bullying.
Care of School Property

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies and equipment entrusted to their use. Students who willfully damage school property will receive consequences, which can include legal consequences. Parents may be held liable for any damage or destruction to school property caused by their children. Refer to Board Policy 224 for more information.

Chain of Command

How to Effectively Communicate with Plum Borough School District
The Plum Borough School District is committed to communication with parents and the community. We believe open lines of communication are essential to the educational process. District staff members will make a concerted effort to respond to inquiries in a timely fashion. Please note that staff members are not permitted to contact parents during instructional time and thereby, will not correspond to you immediately during the school day. In the event of an emergency during the school day, please contact the Main Office.

Parents are advised to contact their child’s teacher(s) or educator in charge of the class or program via voicemail or email when a question or concern arises. Should your child’s teacher(s) not be able to assist in fielding the inquiry or addressing the concern, please follow the Chain of Command below. The Chain of Command serves as a resource to parents and the community regarding communications with various departments for other concerns or questions.

Need immediate assistance during business hours? Please call the main office:

Center Elementary 412-795-4420
Holiday Park Elementary 412-795-4430
Pivik Elementary 412-795-4580
Oblock Junior High 412-798-6322
Plum High School 412-795-4880
CHAIN OF COMMAND FOR MATTERS INVOLVING:

**Attendance**
1. Main Office or Attendance Office
2. School Counselor/Nurse
3. Principal

**General Information on School Programming**
1. [School Website](#)
2. Main Office
3. Principal
4. Assistant Superintendents
5. Superintendent
6. Board of Education

**Student Activities**
1. [School Website](#)
2. Supervising Staff Member
3. Main Office
4. Athletic/Activities Coordinator

**Credential Support** (Access, Usernames, Passwords for school website, school network, Google Account, Genesis, supplemental software)
1. Classroom Teacher
2. Main Office
3. [Help Desk Technician](#)
4. Building Principal
5. Director of Technology

**Instruction/Curriculum/Student Progress**
1. Classroom Teacher
2. School Counselor
3. Building Principal
4. Assistant Superintendents
5. Superintendent
6. Board of Education
Athletics

1. Coach
2. Athletic Director
3. Building Principal
4. Assistant Superintendents
5. Superintendent
6. Board of Education

Student Discipline

1. Classroom Teacher
2. Building Principal
3. Assistant Superintendents
4. Superintendent
5. Board of Education

Facilities/Grounds/Buildings

1. Director of Facilities 412-795-0100 Ext. 6312
2. Chief Financial Officer
3. Superintendent
4. Board of Education

Transportation (busing information, personnel)

1. Director of Transportation - 412-795-0100 Ext. 6388
2. Building Principal
3. Chief Financial Officer
4. Superintendent
5. Board of Education

Transportation (student concerns)

1. Main Office
2. Counselor
3. Building Principal
4. Director of Transportation
5. Assistant Superintendents
6. Superintendent
7. Board of Education

Harassment, Intimidation, and Bullying

1. Safe2Say Something Information Line
2. School Counselor
3. Principal
4. Assistant Superintendents
5. Superintendent
6. Board of Education
Delinquent vs. Criminal Acts

Pennsylvania law provides that any person age 15 or older who commits a violent crime and committed either the crime with a deadly weapon or previously has been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system. Refer to Board Policy 144 for more information.

Discrimination

The PBSD School Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the Superintendent, building principal or school psychologist. Applicable guidelines can also be obtained through a request to the Superintendent, building principal or school psychologist. Reports of discrimination may also be forwarded to the school district’s central administration. Refer to Board Policies 103 and 103.1 for more information.

Dress and Grooming

The clothing a student wears to school can affect the safety, academic focus, and integrity of that student and the student's surrounding. Discretion is advised on the part of the students and parents. The school will become involved in the matter of dress when an individual student exercises poor judgment in his/her mode of dress; that is, the dress interferes with the learning process, constitutes a hazard to the student or others, or is deemed inappropriate for the school setting by the staff and administration. Safety issues will be addressed with clothing or shoes when seen as dangerous. Refer to Board Policy 221 for more information.
Dress Code Guidelines

- Armbands, buttons, and badges are permissible, as well as clothing bearing slogans, as long as they are not gang related, obscene, libelous, or display items or products that are contrary to school rules and regulations, or interfere with the educational process.
- Objects that are sharp or protrude from the person of a student are prohibited. This includes, but is not limited to spikes on collars, jackets, shoes and wristbands.
- **Bottoms:** Length of shorts, skirts, and dresses for any student should be NO higher than three inches above the knee (Use arms at your side/hands down to gauge. Anything above your fingertip is considered not appropriate for school)
  - Holes in bottoms that expose skin must also adhere to the three inch rule.
  - Pants, shorts, and skirts are not to sag below the waistline so that bare-midriff and/or underwear are seen.
  - Any clothing item not of appropriate length should be accompanied by opaque leggings.
- **Tops:** Tank type jerseys, muscle shirts, spaghetti straps, tube tops, halters, and bare midriff tops are prohibited.
  - See-through or low-cut/revealing shirts are not permitted. See-through shirts must be accompanied by a camisole or tank top.
  - Undergarments, bare midriffs, and bare open backs should not be visible through shirts.
- Hats (including hoods) and bandanas are not to be worn or carried during school hours. Hats should not be worn at musicals, concerts, or school plays.
- Jackets and top coats are not to be worn in the classroom during the school day.
- Coats should be placed in lockers at the start of the school day.
- Pajama pants or shirts as well as slippers are not permitted.
Driving to School

Driving in personal vehicles to and from school is limited to special circumstances and is by permit only. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are for students who possess a valid Pennsylvania driver’s license, not a PA Learners’ Permit and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Find detailed information concerning student driving, student riders and loss of driving/riding privileges below. Refer to Board Policy 223 for more information.

Parking Passes

Seasonal passes can be purchased for a fee of $25.00. Students will also have the opportunity at the beginning of the year to purchase year long passes for $75.00 on a first come first serve basis. Only 150 year-long passes will be made available; all other passes will be purchased on a seasonal basis. Emergency passes can be purchased for $2.00/day. The following guidelines are in place for the safety, responsibility, and efficiency of student parking.

1. Parking pass seasons:
   a. Fall season runs from the first day of school to the end of November.
   b. Winter season runs from the beginning of December to the end of February.
   c. Spring season runs from the beginning of March to the last day of school.
2. Emergency passes are to be used on an intermittent basis for appointments that occur during the school day. These passes are not intended to be used in place of a seasonal pass. The overuse of emergency parking passes will be brought to the attention of a principal.
3. If a student who is issued a pass is tardy 6 times, his/her pass may be revoked for the remainder of that season. Students will only be eligible to reapply for a new parking pass the next season at the discretion of the principal. Students who surpass 9 tardies for the year may lose their parking privileges for the remainder of the year. In addition, students who have accumulated 6 or more unexcused absences may also lose their parking privileges for the remainder of the year.
4. Students who are required to drive for medical reasons or that may need a handicapped parking space must secure a pass from the attendance secretary. A handicapped parking pass will be issued. These students will use the school lot and park in the space assigned by the attendance secretary.
5. A security guard will check passes in the student lots each morning. Only students with valid parking passes are permitted to enter the lots. Students who do not have a valid parking pass will be subject to disciplinary action.
6. Students who park on school property without permission will be subject to progressive disciplinary action, can have emergency parking fees attached to their diploma, or in extreme circumstances, could have their vehicle towed at the owner’s expense.
7. Students must park in a parking space within the student parking lots. Students who park in the grass or along the curb are subject to disciplinary action.

8. **ALL TRAFFIC LAWS WILL BE STRICTLY ENFORCED.** Students who do not obey the traffic laws will be reported by security to the principal. Disciplinary action will be taken as well as the student’s parent being notified.

9. Normal student flow of traffic entering and exiting school property is via the school entrance that is closest to the cafeteria side of the building. This is necessary so as not to impede the flow of the school bus traffic.

10. If a student’s parking privileges are revoked, there will be no refund for the amount paid for the pass.

11. The number of parking passes issued for each season is limited by the parking spaces available on the high school campus. Due to the limited number of spaces, no student can be guaranteed a pass. Students are encouraged to submit their applications in a timely manner according to the application procedures determined by administration. Students will be given the opportunity to apply for passes on a first come, first served basis.
Drugs and Alcohol

It is the goal of the district to provide the opportunity for students to develop to their fullest potential; therefore, they must be chemically free. The policy states that students shall not use, distribute, or have in their possession any mood-altering chemicals in school, on school property, or at school related activities. It is the district’s intent to prevent and prohibit the use of any mood-altering chemicals by educating, identifying, and intervening in order to protect the health, safety, and welfare of all concerned. Refer to Board Policy 227 for more information.

Distribution of Drugs/Alcohol

The consequences for distributing, sharing, or involving others in the use of drugs and/or alcohol in school include all of the consequences listed above, plus possible referral to the PBSD School Board for expulsion. Refer to Board Policy 227 for more information.

Possession/Use of Drugs/Alcohol

The following consequences are in place for students possessing and/or using drugs and/or alcohol:

- Suspension
- Parent conference required before returning to classes
- Referral to the police
- Referral to drug and/or alcohol treatment

Consequences may also include a conference with the superintendent, a behavior contract, longer term suspension, alternative educational placement and/or temporary or permanent expulsion. Refer to Board Policy 227 for more information.

Sale of Drugs/Alcohol

The sale of drugs and/or alcohol in the PBSD will not be tolerated. Students will be adjudicated before both the Plum Borough Board of School Directors and appropriate legal authorities. The school consequence may be a permanent expulsion from the district. The police and district attorney will determine the legal consequences. Refer to Board Policy 227 for more information.
1:1 Initiative and Personally Owned Electronic Devices (Bring Your Own Device)

The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in Board Policy 237. Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal. Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

Expectations:

1. Students will use appropriate devices in classrooms entirely at teachers’ discretions.
2. All devices are to be kept on silent mode during the school day.
3. **Camera use and video recording are strictly prohibited.**
4. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during class time.
5. Phone calls during the school day are not to be made from personal devices. Please continue to use the main office phone. When not in use, phones are to be kept within student book bags / locker and turned off.
6. Students are permitted to access only the school’s network through personal devices, not private networks. More information will be provided to students for accessing the available network.
7. Students who do not surrender their electronic device if requested by a teacher due to a violation of the BYOD procedures will be subject to additional disciplinary action for insubordination.

Refer to Board Policy 237 for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board Policy 237 will be considered a Level I consequence.

Consequences of Electronic Device Misuse:

1\textsuperscript{st} offense = confiscate device, verbal warning
2\textsuperscript{nd} offense = confiscate device, administrative detention
3\textsuperscript{rd} offense = confiscate device, in-school suspension, **parent must retrieve device**
4\textsuperscript{th} offense = confiscate device, progressive discipline, **parent must retrieve device**
Glass Containers

Glass containers are **NOT** permitted in school buildings.

Harassment

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. Refer to **Board Policy 248** for more information.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment be investigated promptly and impartially, and corrective action 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 charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

- 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, hostile or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance.
- Has the effect of substantially disrupting or interfering with the rights of other students
- 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:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct is sufficiently severe, persistent or pervasive that is has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive educational environment.
Examples of conduct that may constitute Sexual Harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual content; or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. The District shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of: publication in handbooks, presentation at an assembly, and/or posting of notice/signs.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, nurses, or administrators.

All employees who receive harassment complaints from a student shall report such to the building principal. If the building principal is the subject of the complaint, the student shall report the complaint directly to the Superintendent or designated administrator. When a student believes that s/he is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure:

**Step 1**

1. A student shall report a complaint of harassment within 30 days, orally or in writing, to the building principal, counselor who shall inform the student of his/her rights and of the complaint process. The student may request another adult be present. If the complaint is not first reported to a principal, then the person receiving the complaint shall immediately report it to a principal.

2. The building principal shall immediately inform the Superintendent and begin an impartial, thorough and confidential investigation process. Where the parties voluntarily agree to a conciliation meeting, the principal shall attempt to reach a mutual agreement to remedy the situation. A written record of such a meeting shall be prepared by the principal.

3. Parent will be notified immediately and asked if they would like to be present.

4. Copies of the written report summarizing the investigation and recommending disposition of the complaint shall be provided to the complainant, the accused, and the Superintendent.

5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.
Step 2

1. If the complaint cannot be resolved to the satisfaction of both parties in Step 1, the complainant and the accused will each submit a detailed written statement of account to the Assistant Superintendent who will inform both parties of the date of an administrative conference. The notice will be given to both parties at least three school days before the date of the conference. The notice shall include place and time of the conference and the subject of the conference. Students shall have the right to present witnesses and other evidence at the conference and in all steps of the process.

2. Should the Assistant Superintendent be the Complainant or the accused, the Superintendent or his/her designee shall conduct the conference.

3. Administrative Conference Results
   a. Should the administrative conference be resolved in the favor of the accused, no further action will be necessary except that the charges and resolution may be placed in the accused file, if the accused is a staff member so requests. Otherwise, the charges and the transcript will be sealed and impounded. Release from the impounding may be made only upon action of the Superintendent or his/her designee or a court order.
   b. If the conference is resolved against the accused, appropriate disciplinary action will follow. A substantiated charge against a student shall subject the student disciplinary action, consistent with the code of conduct, and may include educational activities, and/or counseling services related to unlawful harassment. It may also include suspension or expulsion in accordance with the Pennsylvania School Code and the Regulations of the Pennsylvania Department of Education.

4. Both parties shall receive written notice of the decision rendered within ten school days of the administrative conference.

5. If it is concluded that the student made false accusations, such student shall be subject to disciplinary action consistent with the Disciplinary Guidelines.

Appeal Procedure

If the complainant or accused is not satisfied with the principal’s decision, the student may file a written appeal to the Superintendent or designated individual. The Superintendent or designated individual shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.
Ethnic and Racial Harassment

Ethnic and racial harassment includes the use of derogatory words, phrases or actions to characterize offensively a given racial or ethnic group. Refer to Board Policy 248 for more information. Further, the following behaviors may constitute racial or ethnic intimidation:

- Pressure to engage in racial or ethnic intimidation
- Repeated remarks of demeaning racial or ethnic Implications
- The demeaning display of depiction or any racial or ethnic group

Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are 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 for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Refer to Board Policy 247 for more information.

- Endanger of 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 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 any individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student is willing to unwillingly participate.
- The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, parent, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, parent, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

COMPLAINT PROCEDURE:

1. When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal, assistant principal, or guidance counselor.
2. The principal or his/her designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal or his/her designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantial finding of hazing by a student, the principal shall recommend appropriate disciplinary action as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a substantial finding by an employee, the matter shall be referred to the Superintendent immediately for appropriate disciplinary action.
Sexual Harassment

Includes but not limited to:
- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications or unwanted touching

Refer to Board Policy 248 for more information.

Unlawful Harassment

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age, or handicap/disability. A substantiated charge of harassment will subject the student to disciplinary action and may include Level II or higher consequences, educational activities or counseling services. Refer to Board Policy 348 for more information.

Illness at School

A student who becomes ill at school should ask for a pass to the health office. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class.

Leaving the School Building or Property

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

A student(s) leaving the school building or property without permission from the school office or without a faculty member, coach or school administrator may be considered a Level II or Level III offense and may result in disciplinary action.

Lighted Objects

It is a violation of the fire code to have a lighted object (cigarette, lighter, match, etc.) in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.
Participation in Special Events (Activities/Athletics)

Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity.

Participation in extracurricular activities and athletic events is a privilege. Violations of the Code of Conduct may also result in exclusion from participation in such events and activities, in addition to the consequences set forth below. Students assigned to in-school or out-of-school suspension are prohibited from participating in activities/athletics until the day after the suspension ends.

Safe Schools Act

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.
School District Lockers

Each student will be assigned a locker. Students should only use their assigned locker and it should be kept locked at all times. All personal items and books, when not in use, are to be kept in lockers. A student should not tamper with another locker or give the combination to another person. It is the student’s responsibility to report to the office any broken lock or locker. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school or the building itself. Student lockers are not private; they are the property of the District. Students should understand that they have no expectation of privacy within their lockers. If there is reasonable suspicion that a student is violating the law or school regulations, then searches may be conducted. When it becomes necessary to search a student locker, the building principal or designee will conduct the search in the presence of another member of the school staff and, when necessary, in the presence of the police. Refer to Board Policy 226 for more information.

Maintaining the Student Locker:

- Lockers are to be used only by the students assigned.
- Materials, mirrors, posters, and other items are not to be taped to the exterior of the locker.
- Students are fully responsible for the condition of their lockers and damages as a result of misuse.

Searches

Individualized Suspicion Searches

Search of a student’s person shall be permitted only when there is a reasonable belief that the student has on his or her person items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Refer to Board Policy 226 for more information.

Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation.

School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardians(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s). Refer to Board Policy 226 for more information.
Individual Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students for the convenient storage of books, clothing, school materials and limited personal property and to facilitate movement between classes and activities. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given an opportunity to be present. However, when there is 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 notice to the student. Refer to Board Policy 226 for more information.

Individual Vehicle Inspections and Searches

Vehicles in school parking areas are on school property they are subject to the same nature of searches as those applying to a person. Search of a student’s vehicle shall be permitted only when there is a reasonable belief that said student has in his or her vehicle items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Refer to Board Policy 226 for more information.
General Searches Without Individualized Suspicion

When certain criteria are present, general searches of school premises, 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, 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. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). 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.

General searches for weapons may be conducted when there are circumstances, information or events indicating 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.

General searches for controlled substances may be conducted when two or more credible sources indicate a use, possession or trafficking of controlled substances among students in school. For example, the building principal may receive information from a student and staff member involving controlled substances that does not include a specific name of an alleged person or persons.

General searches not based on individualized suspicion must be approved in advance by the Superintendent or Assistant Superintendent. In a timely manner, the administration will inform the board that a general search was conducted and provide basic information of any prohibited items. Refer to Board Policy 226 for more information.

Anyone having tips regarding drug abuse, use or distribution can contact the Safe 2 Say Hotline anonymously at Safe2Say Something. If you are concerned that your child may have a drug and/or alcohol problem, several community resources are available to assist you. Trained members of the Plum Borough School District staff serve on the Student Assistance Team in all of our buildings. The district also partners with the Alliance, which is a community-based program designed to educate youth about substance abuse. Visit www.drug-alliance.org for details on their programs and how to get help.
Smoke-Free Campus

For the safety and well-being of our students, staff, and visitors, Board Policy 222 authorizes the 24-hour, year-round smoke-free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers or e-cigarettes at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person using or renting school facilities at any time. Refer to Board Policy 222 for more information.

Possession and Use of Tobacco

Students are expressly prohibited from both possessing and using tobacco and or nicotine products, including cigars, cigarettes, pipes, vaporizers, e-cigarettes and all other tobacco and or nicotine products (i.e. chew, snuff and other look-alike products) in school buildings, on school buses, on school property, and at school-sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, students will be issued a citation for use or possession of nicotine. Refer to Board Policy 222 for more information.

Prohibited Use and Possession of Vaping Devices

The Board prohibits the possession, use, exchange, or sale of any Vaping Device or Vaping Paraphernalia by students, or any persons, 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. This includes school-sponsored activities that are held off school property. The school district may discipline and initiate prosecution of a student, or any person, who possesses or uses any Vaping Device or Vaping Paraphernalia. Refer to Board Policy 222.1 and the Vaping Procedures/Rules for more information.
**Student Access to Technology**

As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Student Access to Technology Resources Agreement. Students and Guardians will be expected to sign this agreement on an annual basis.

This agreement provides that:

- Technology resources are to be used only for learning within the district’s approved curriculum.
- Accounts are to be used only by the authorized student who owns the PBSD account.
- Passwords are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside disks may not be used without prior administrative approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared over the internet.
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files which may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or federal, state or local law of regulation is prohibited.
- Network users may request to their teacher educationally appropriate materials for their own use.
- Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user’s privileges and assessment for damages.

All information stored on district resources is the property of the Plum Borough School District. Refer to Board Policy 237 for more information.

**Consequences of Electronic Device Misuse:**

1st offense = confiscate device.
2nd offense = confiscate device, administrative detention.
3rd offense = confiscate device, in-school suspension, parent must retrieve device.
4th offense = confiscate device, progressive discipline, parent must retrieve device.
Student Expression

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. Refer to Board Policy 220 for more information.

The following are not protected and are prohibited:

- Expressions which are libelous or defamatory.
- Expressions which are lewd, vulgar, obscene, or profane.
- Expressions which would substantially interfere with the rights of others, including another student.
- Expressions which school officials reasonably believe will cause actual and material disruption or interference with school operations.
- Expressions which actually disrupt or interfere with school operations.
- Expressions which would substantially interfere with another student’s educational performance.
- Expressions which harass or intimidate another student including, but not limited to racial, ethnic, or religious slurs.
- Expressions which incite violence or are fighting words.
- Expressions which advocate the use of alcohol or tobacco by students, or the use of illegal drugs.
- Expressions which depict or imply racial, religious, or ethnic hatred or prejudice.
- Expressions which advocate or urge violation of law, school policy, or school regulations.
Student Expectations and Behavioral Guidelines

Conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment. While self-discipline is the district’s primary goal, from time to time, the school district may take disciplinary action to accomplish the following objectives:

- To assist young people in developing acceptable behavior patterns in school and in the community
- To assist young people in developing respect for themselves, other students, faculty and advisors, school property, and safety in general
- To assist young people to become responsible adults
- To provide young people with a firm yet responsible framework upon which they may develop to their fullest capacity, compatible with the goals of home and community, and whose end result is good citizenship and responsible character development

Students are expected to know and respect the rules and regulations of the district and its schools, and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense, good faith, and a shared desire for a safe and healthy learning environment are the key ingredients of this Code of Conduct.

Each PBSD school utilizes a positive behavior support program (PBS) to reinforce a positive and supportive learning environment. With PBS, students are successful in school because these behaviors have been learned at home and practiced in school. Students who do not meet these expectations will be assigned consequences of various levels to encourage them to change their behavior. Refer to Board Policy 218 for more information.

The PBSD School Board Policy Manual, including all current and up-to-date amendments, is maintained under the School Board Tab on the Plum Borough School District Website. A hardbound copy is also available for inspection within the PBSD Administrative Office.
Surveillance Cameras and Audio Recording

The PBSD district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles. Refer to Board Policy 810.2 for more information.

If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official and law enforcement purposes. Refer to Board Policy 815 for more information.

Terroristic Threats or Acts

Students are prohibited from communicating terroristic threats or committing terrorist acts directed at any student, employee, school director, community member, or school building. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Plum Borough School District School Board may recommend that the student be permanently expelled from the district. Refer to Board Policy 218.2 for more information.
Transportation and School Bus Discipline Code

Safety, respect, and courtesy are expected of all students who ride Plum Borough school buses to and from school, field trips, athletic events or student activities. The rules for safe bus behavior are listed below. During the bus ride, students are expected to display courtesy and respect.

School Bus Safety Guidelines

Pupil transportation is a vital part of the public school system. Because of the geographic features of Plum Borough, transportation is a major aspect of our operations. Each year our school buses travel approximately 750,000 miles. The safety of our children is our priority. Students must follow certain guidelines to ensure their safety as well as the safety of their fellow students. For this reason, a set of rules and regulations for bus riding has been established.

- Students are to be at their designated stop five minutes prior to the assigned pick-up time.
- Students are to remain at the designated stop until the bus arrives. Students should wait at least ten feet from the edge of the roadway at the designated stop. Boarding will take place in single file with no pushing, once the bus comes to a full stop.
- When the students must cross the roadway before getting on the bus, these students must wait until the bus stops and the red lights are activated. The students must also look at the bus driver and check both lanes of traffic before crossing the roadway during loading and unloading.
- Assigned seats will be given at the beginning of the school year. Kindergarten students are usually kept in the front of the bus. Seating arrangements may be adjusted when discipline problems arise.
- All students must remain in their seats during the bus ride. No student is permitted to hang out the window or to throw anything out of the windows.
- No student is permitted to open the emergency door or window escape except upon the direction of the driver or in an emergency in which the driver is incapacitated.
- Every student who rides a bus must get on and off at the bus stop assigned. Any student who wishes to ride a bus other than his regular school bus must have a written request signed by a parent and the building principal. The same request is required if the student needs to get off at a stop that is not his regular bus stop. The bus driver has the right to refuse such a request if the request results in an overload situation.
- Smoking is not permitted on the school bus. Screwdrivers and other hand tools, weapons, guns, knives, water guns, bats, balls, hockey sticks, skateboards, matches, lighters, and other items that can be a hazard or conceived as a weapon are not permitted on the bus.
- No vulgar language or vulgarity of any kind shall be used on the bus or at the designated bus stop.
- No eating or drinking is permitted on the bus.
- Intentional carrying of snow or ice into the bus and the snowballing of buses are not permitted.
- Any unwarranted conduct not specifically covered in the preceding regulations but which is determined by the bus driver, the principal, or the director of transportation to be detrimental to the safe operation of the bus is not permitted.
Consequences for students who violate School Bus Safety Guidelines are as follows:

1. Verbal warning by the driver.
2. Conference between the driver and student. Driver informs student of consequences of further discipline problems. Seating arrangement may be altered at this time.
3. First Formal Write-Up: The building principal notifies the student and the parents that there is a danger of the student losing transportation privileges.
4. Second Formal Write-Up: The student and his/her parents are made aware that the transportation privileges are suspended for an amount of time as determined by the building principal. Future incidents can result in a progressive discipline.
5. Third Formal Write-Up: The student and parents are notified that transportation privileges for the remainder of the school year are in jeopardy. The building principal based upon his/her investigation will determine length of suspension.

It is emphasized that riding a school bus is a privilege. Serious types of misbehavior such as vandalism and the disregard for the safety of the bus driver and other students may result in immediate and indefinite suspension regardless of the number of times the student has been suspended. This is based on the building principal’s investigation and assessment.

**Weapons**

Pursuant to Board Policy and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, tasers, and stun guns, explosive devices, and/or any other tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such student will also be referred to local law enforcement authorities for criminal prosecution.

School premises is defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips. Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class. Please refer to [Board Policy 218.1](#) for more information.
School District Discipline Structure

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence.

School District Discipline Matrix

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence. Each building may have additional guidelines for student behavioral expectations. We acknowledge that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students. We require every student to adhere to Board policies and the rules and regulations put forth by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and board policies will govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school or any school-sponsored activity.

ALL CONCERNS ABOUT STUDENT CONDUCT SHOULD BE ADDRESSED TO YOUR CHILD’S TEACHER AND THEN, IF NECESSARY, TO THE PRINCIPAL OF THE SCHOOL.

(See below pages 38 - 41 for discipline matrix)
# DISCIPLINE MATRIX LEVEL I

## LEVEL I

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the safe and orderly operation of the school. This misbehavior can usually be handled by an individual staff member, but sometimes requires the intervention of other support personnel. Discipline options elected at this level are at discretion of teacher/staff member and are intended to provide student with personal and direct communication with teacher/staff.

### EXAMPLES

Including but not limited to the following:
- Disruption: Classroom, Bus, Cafeteria, Playground, Hall, Lavatory, Library and other school areas
- Abusive language
- Class cuts
- Cheating, lying and stealing
- Minor abusing or defacing school property
- Tardiness
- Failure to complete assignment/carry out instruction.

### PROCEDURES/ ALTERNATIVES

Proper and accurate record of the offenses and disciplinary action is initiated and maintained by the teacher.

### DISCIPLINE

#### Options/Responses

- Reprimand by staff
- Behavior contract
- Counseling
- Withdrawal of privileges
- Detention, Reflections, Loss of Recess - Activity
- Teacher counseling
- Temporary isolation within the room
- Special assignments
- Removal from room (Cooling off area to be established by the building principal)
- Administrative Discretion
- Parent Contact
### DISCIPLINE MATRIX LEVEL II

#### LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the interventional of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Misbehavior at this level does not represent a direct threat to the health and safety of others.

#### EXAMPLES

Including but not limited to the following:
- Continuation of unmodified Level I behavior
- Using forgery
- Threats

#### PROCEDURES/ ALTERNATIVES

Phone call or written communication to parent/guardian concerning infraction. The student is referred to the administrator for appropriate disciplinary action by the on site staff member. The administrator meets together with the student and staff member and concurs upon the most appropriate response. The teacher maintains a proper and accurate record and documentation of the offense and the disciplinary action.

#### DISCIPLINE Options/Responses

- Modified day
- Positive behavior modification
- Temporary removal from class
- Refer to school psychologist and outside organizations.
- Temporary In-School or Out-of-School Suspension
- Options of Level I can be applied
- Administrative Discretion
### DISCIPLINE MATRIX LEVEL III

#### LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school or referred to other authorities.

#### EXAMPLES

Including but not limited to the following:
- Continuation of unmodified Level II behavior
- Vandalism
- Failure to comply with existing school regulations
- Unauthorized occupation of school premises and facilities
- Harassment
- Fighting
- Smoking/Vaping

#### PROCEDURES/ ALTERNATIVES

Administrator initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences. Administrator meets with the staff member, student and confers with the parent about the student’s misconduct and resulting disciplinary action. Proper and accurate records to be kept by administrator in the office. There is restitution of school property and damages. (If recommended), following disposition of the infraction, the student is scheduled for counseling sessions with school counselor.

#### DISCIPLINE Options/Responses

- Out-of-school suspension
- Alternative Program
- Detention
- Options of Level I and II can be applied
- Removal from class
- Informal Hearing
- In-School behavior modification
- Arrest

All Level III records will be kept on file indefinitely in the office.
## DISCIPLINE MATRIX LEVEL IV

### LEVEL IV
Acts which result in violence to another’s person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are serious of which require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

### EXAMPLES
Including but not limited to the following:
- Continuation of unmodified Level III behavior
- Extortion
- Bomb Threat
- Possession/Use/Transfer of weapons
- Assault/Battery
- Vandalism
- Possession/Use of unauthorized substances (drugs, alcohol, vape)
- Theft/Possession/Sale of stolen property
- Arson
- Furnishing/Selling/ Possession of unauthorized substances
- Inciting/Participating in a confrontation or school disruption

### PROCEDURES/ ALTERNATIVES
The administrator investigates, verifies the offense, confers with the staff involved and meets with the student. Parents, law enforcement officials, and superintendent are notified and the student is removed from the school. A complete and accurate report is submitted to the Superintendent for Board action. Student is given a full due process hearing before the Board.

### DISCIPLINE
Options/Responses
- Expulsion
- Alternative program/school
- Other Board action of which results in appropriate placement
- Arrest
- Modified or Extended Suspension
- Options of Level I, II, and III can be applied

All Level IV records will be kept on file indefinitely in the office.
Teacher Detention / Lunch Detention / Reflections

Students must be present in the assigned detention/lunch detention area on assigned date/time/lunch. Failure to attend detention will result in further school discipline.

Administrative Detention (PHS Only)

Administrative detention is scheduled from 2:20 - 3:35 PM on Tuesday, Wednesday, and Thursday. High School Students assigned to administrative detention must report by 2:20 PM with sufficient work to take advantage of the 1 hour and 15 minute period. Special Education student responsibilities will be determined by individual IEP. Students who fail to report to Administrative Detention, do not cooperate with the supervising teacher, or refuse to engage in productive work will be assigned in-school behavior modification. Additional offenses will result in progressive school discipline.

Procedures for Student Exclusion or Expulsion from School

I.Principal's Level - Temporary exclusion: The office of the principal may suspend a student for a maximum of ten days for an act that violates board policy, rules, and regulations. Such acts include, but are not limited to, the following types of offenses:

- Possession/use of tobacco and vaping
- Possession or consumption of alcoholic beverages on school grounds, school buses, or while attending school-sponsored activities.
- Possession/under the influence of alcohol/drugs while on school grounds, school buses or while attending school activities.
- Flagrant or disrespectful action or speech.
- Possession of obscene literature.
- Leaving the school building without authorized permission from school personnel.
- Violation of safety rules.
- Vulgar, obscene, or profane language, expressions, or actions.
- Classroom or hall disruption.
- Violation of school driving regulations.
- Forgery of absence excuses, early dismissals, or parental permission slips.
- Refusing to identify oneself upon request of an administrator or teacher.
- Extortion.
- Cheating or falsification of school documents.
- Overly demonstrative show of affection on school property.
- Violation of any law/ordinance of the Commonwealth of Pennsylvania or Borough of Plum.
- Fighting.
- Hazing/Harassment.
- Use of cards, dice, and other such games unless initiated by the classroom teacher for instructional purposes.
- Theft of school property or of another person's property.
- Students may be suspended from school and its related activities for actions occurring outside the limits of the school if such suspension in the view of the administration is reasonable, necessary for the physical or emotional safety of the well-being of the individual, or for the safety of other members of the school community.
- Violations of the Computer Security Agreement or the Internet Security Agreement.
The student may also lose privileges to participate in school activities and attend school functions beyond the days of the actual suspension. School activities include but are not limited to: interscholastic athletics, clubs and organizations, evening social events, Junior/Senior prom, plays, musicals, commencement and other related activities.

One or more of the building administrators or guidance counselors will conduct a conference with the student concerning the particulars of the suspension. Following the conference, a call will be placed to the parent or guardian and if, the call is not completed, the student will be instructed to have a parent or guardian call the school the next day. A letter will be forwarded from the school to the home stating the reason and the dates of the suspension. A Forbes Road Career and Technology Center student who receives suspension from Plum or Forbes Road Career and Technology Center will not be permitted to attend classes at either school on the days he/she is suspended. The suspension applies to both schools.

Upon returning to school following the suspension, a parental conference may be required. A student is required to make up class assignments and tests upon returning to school following a suspension. It is the student’s responsibility to contact teachers to arrange for the make-up. The teacher will decide when to administer missed tests and when class assignments are due. Students may appeal to the principal if they disagree with the arrangements of the teacher.

NOTE: STUDENTS, WHEN SERVING AN OUT-OF-SCHOOL SUSPENSION, ARE NOT PERMITTED TO BE ON SCHOOL GROUNDS OR ATTEND SCHOOL FUNCTIONS FOR THE DURATION OF THE SUSPENSION.

A student who accumulates six or more days of suspension will not be allowed to attend the prom and/or commencements.

II. Central Administration - Informal Hearing: At the discretion of the building principal, the case can be referred to Central Administration for an informal hearing. The student must be accompanied by a parent/guardian and may have witnesses to testify on his/her behalf. A letter presenting the particulars of the hearing, charges, time and place will be forwarded to the parent(s) from Central Administration. Central Administration may exclude a student from school for a total of ten days, which includes the days of expulsion administered at the principal’s level.

III. Board of School Directors - Formal Hearing: The building principal or Central Administration may refer a case directly to the Board of School Directors for a formal hearing, which can result in the expulsion of the student from school pursuant to Section 1318 of the Pennsylvania School Code. Acts such as the following, but not limited to, could result in students being brought before the Board of School Directors:

- Physical abuse toward fellow students, teachers, administrators, or other personnel.
- Violation of the Hazing Policy.
- Intentional destruction of school or personal property of a student or school employee.
- Sale, use, possession, or procurement of narcotics, marijuana, restricted drugs, or alcoholic beverages. In cases where drugs confiscated by the administration are classified as counterfeit or, “look alike” drugs, the students involved are not exempt. They will be subject to school disciplinary proceedings on the basis of intent.
- Violation of the Smoking and/or Vaping Policy.
- Bomb threats.
- Other acts on the part of the student that would seriously disrupt the educational process of the school district or adversely affect the health, safety, and welfare of fellow students, teachers, administrators, or other school employees.
- Violation of any law/ordinance of the Commonwealth of Pennsylvania or Borough of Plum. Students taken before the Board of School Directors shall be offered all rights and privileges granted through the laws and regulations of the Commonwealth of Pennsylvania.
### Plum Borough School District Central Administration Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Brendan Hyland</td>
<td>412-798-6359</td>
<td><a href="mailto:hylandb@pbsd.net">hylandb@pbsd.net</a></td>
</tr>
<tr>
<td>Assistant Superintendent K-8</td>
<td>Dr. Rick Walsh</td>
<td>412-798-6370</td>
<td><a href="mailto:walshr@pbsd.net">walshr@pbsd.net</a></td>
</tr>
<tr>
<td>Assistant Superintendent 9-12</td>
<td>Dr. Gail Yamnitzky</td>
<td>412-798-6360</td>
<td><a href="mailto:yamnitzkyg@pbsd.net">yamnitzkyg@pbsd.net</a></td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Mr. John Zahorchak</td>
<td>412-798-6356</td>
<td><a href="mailto:zahorchakj@pbsd.net">zahorchakj@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Special Education &amp; Pupil Services</td>
<td>Dr. Ashlea Rineer-Hershey</td>
<td>412-798-6368</td>
<td><a href="mailto:rineerhersheya@pbsd.net">rineerhersheya@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Technology</td>
<td>Mr. Daniel Lauletta</td>
<td>412-798-6329</td>
<td><a href="mailto:laulettad@pbsd.net">laulettad@pbsd.net</a></td>
</tr>
<tr>
<td>Communications Specialist</td>
<td>Ms. Charlene Payne</td>
<td>412-798-6359</td>
<td><a href="mailto:paynec@pbsd.net">paynec@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Mr. Jim McClelland</td>
<td>412-798-6312</td>
<td><a href="mailto:mcclellandj@pbsd.net">mcclellandj@pbsd.net</a></td>
</tr>
<tr>
<td>Supervisor of School Police</td>
<td>Mr. Timothy Hanna</td>
<td>412-798-6324</td>
<td><a href="mailto:hannat@pbsd.net">hannat@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Mr. Joshua Shoop</td>
<td>412-798-6318</td>
<td><a href="mailto:shoopj@pbsd.net">shoopj@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Mrs. Jessica Griggle</td>
<td>412-798-6367</td>
<td><a href="mailto:grigglej@pbsd.net">grigglej@pbsd.net</a></td>
</tr>
<tr>
<td>Director of Transportation</td>
<td>Mr. Scott Mergen</td>
<td>412-798-6388</td>
<td><a href="mailto:mergen@pbsd.net">mergen@pbsd.net</a></td>
</tr>
</tbody>
</table>

The Plum Borough School District Discipline Code is based on adopted board policy and is subject to change as such policies are adopted, amended or revised.