

2026-2027

Standards and Expectations of Behavior for Students

Handbook for students, staff, and parents



Core Values
High expectations
Equity & Diversity
Empowerment

Collaboration

Health & Wellness



School District of Lancaster

Standards and Expectations of Behavior for Students

Reviewed and Approved by the:

Office of Student Services

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STATEMENT OF PURPOSE

The School District of Lancaster's Board of School Directors, as well as the administrators, teachers, and support staff, believe that our values guide us in our daily actions as individuals and as members of the community. Our core values include respect for self and others, compassion, fairness, integrity, honesty, and the right to a safe and positive learning environment.

Classroom teachers have the initial responsibility of handling most student behaviors. Parents/Guardians also need to play a role in their child's behavior modification and should be involved from the early stages when interventions are needed. The motto of our District is "Together We Can" and it symbolizes the need for the school staff, students, parents/guardians, and community members to work together to actively create solutions.

This handbook was created as a guide for all individuals who are connected with or visit our schools. This includes the Standards of Conduct, which are applicable to all stakeholders while on school property or during school sponsored events. The information in this guide outlines behaviors that are respectful of people's rights and directs students and staff to accept responsibility for their actions. It will be reviewed with all students at least twice each year. Board policies (as posted on the Internet at <https://sdlancaster.org/>) as well as the Pennsylvania School Code should be reviewed for additional guidance.

Educational Equity

(Based on Board Policy #832)

The Board adopted Policy 832 to prioritize the principles of educational equity through the fair and just allocation of resources, opportunities, and treatment of students based upon each individual student's needs.

The district is committed to the provision of an equitable education system that reflects the principles of fairness and justice in student learning regardless of race, color, ancestry, ethnicity, national origin, socioeconomic status, age, gender, sexual orientation, gender expression, LGBTQ+ identity, pregnancy, cognitive, and/or physical ability, the use of a trained guide dog or service animal, diverse language fluency, creed, and religion, as well as the intersection of those characteristics.

SCHOOL RESOURCES AND SUPPORTS

The following resources are available at the building level to ensure your child receives the supports and services to meet their full potential academically, socially and emotionally.

Special Education Consultant

A resource and support for students, parent/guardian and staff to ensure the district's efforts to provide Free Appropriate Public Education (FAPE) for all students who receive special education and gifted services.

School Counselor

School counselors work to maximize student success, promoting access, and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all and work collaboratively with students, staff, and families to remove barriers to academic, social, and emotional goals, and support the development of postsecondary goals through providing direct and indirect services aligned with the American School Counselors Association (ASCA) guidelines.

School Social Workers

This team is dedicated to promoting students' social, emotional, and academic development. They provide mental health support and serve as a critical link between the school, families, and external resources. Through their efforts, school social workers aim to create inclusive, safe, and supportive learning environments where every student has the opportunity to thrive holistically.

School Resource /Security Officer (SRO)

A police officer employed by a law enforcement agency who works within secondary schools to support the students, faculty, and administration. Supports provided by the SRO include reducing criminal activity by recommending physical changes to the school. The SRO also provides training to students in conflict resolution and restorative justice, expands community justice

initiatives for students, and addresses crime, gang, and violence issues.

School-Based Therapy

School-based therapy services are available in our schools through local agencies. Services include, but are not limited to, providing individuals, family, and group treatment services.

Dean of Students

The Dean of Students supports a safe, respectful school climate by leading behavior interventions, promoting consistent expectations, and collaborating with staff, students, and families. The Dean is highly visible, responsive, and helps implement school-wide systems like PBIS and MTSS to ensure student success.

School Psychologists

The school psychologist uses data to understand student learning and behavior needs. They help create and monitor interventions by working with teachers, families, and support teams to ensure students receive the right support to succeed in school.

Home School Visitors

Home School Visitors support regular attendance and help prevent truancy by working with students and families. They identify barriers to attendance, connect families to resources, and partner with the school to support student success.

School Nurses

The school nurse supports student health and wellness. They provide care for injuries and illnesses, manage health plans, give medications, and help ensure a safe, healthy school environment.

Parent/Guardian Concern Process

<https://sdlancaster.org/contact-us/family-concerns/>

STANDARDS OF CONDUCT

Philosophy Statement: Pursuing excellence as a student and community member is achieved by creating and maintaining a responsible, respectful, and safe environment in all settings.

Be RESPONSIBLE...

- Be honest at all times.
- Be responsible for your own work and behavior.
- Develop positive relationships.
- Accept responsibility for your own actions.
- Attend school regularly and on time.
- Believe that you can and will learn; produce quality work that meets the highest classroom standards.
- Commit to remain in school with the objective of graduating on time.

Be RESPECTFUL...

- Value diversity and respect the views and opinions of others.
- Treat all persons fairly and with dignity; seek peaceful resolutions to disagreements.
- Choose appropriate, non-offensive language to express one's thoughts, opinions, and feelings.
- Respect the rights and privileges of students, teachers, and other District staff and volunteers.

Be SAFE...

- Conduct yourself in a safe manner that focuses on academic success while in the school environment or on school property.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Obey laws and School Board Policies against possessing or concealing any substance or objects which are prohibited or which may disrupt the educational process and/or school sponsored activities.
- Conduct yourself in a safe and responsible manner to and from school with other students, with members of the community and within the community.

Section 1

Student Rights and Responsibilities

Every day begins like a blank chalkboard, on which each one of us can write the poem of our present and our dreams for the future.

–Ricky Martin



STUDENT RIGHTS AND RESPONSIBILITIES

(Based on Board Policies #218 and #235)

Chapter 12 of 22 Pa. Code provides rights and responsibilities for students and gives the authority for school boards to make reasonable and necessary rules governing the conduct of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation. No student shall be deprived of equal treatment and equal access to the educational program, a safe school environment, due process, a presumption of innocence, confidential communications, and free expression and association, in accordance with Board policy and school rules. The Standards of Conduct may apply to certain student behavior that occurs at other times and places when they are “off-campus.”

Right to a Free Public Education

(Based on Board Policies 234 and 234.1)

All persons in the Commonwealth of Pennsylvania, between the ages of six and 21 years, are entitled to a free and full education in the public School District where they reside. Parent/Guardian of all children between the ages of six and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused per 22 P.S. §11-11.51. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

- The student is married.
- The student is pregnant/parenting.
- The student has a pregnancy-related condition.
- The student has a disability as identified by Chapter 15 (relating to protected students receiving handicapped services).
- The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

Right to Enroll in a Public School

(Based on Board Policies #201 and #203)

Students have a right to enroll in the public School

District in which they reside. The School District of Lancaster will require the following:

- Proof of the child's date of birth: (acceptable documentation includes birth certificate, baptismal certificate or transcript of the record of baptism—duly certified and showing the date of birth, notarized statement from the parent/guardian indicating the date of birth, duly attested transcript of the birth certificate, or duly certified transcript of birth);
- An immunization record or assurance from the former School District or a medical office that the required immunizations have been done (or a required series began) with a record to be sent;
- Completion of a Parent/Guardian Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence per 24 P.S. §13-1304-A and;
- Proof of residency dated within 30 days (copy of lease or a bill).

Students moving into the district, but not yet residing within the district, may attend the district's schools tuition-free during the first marking period of the school year provided proof of housing arrangements are provided to the Superintendent or designee in the form of a signed lease or sales agreement.

Students moving out of the district may continue to attend the district's schools for the duration of the current school year tuition-free, if the move occurs after the completion of the third marking period of the school year.

Suicide Awareness, Prevention and Response

(Based on Board Policy #819)

The District is committed to protecting the health, safety and welfare of its students and the school community; promoting healthy development; and safeguarding against the threat or attempt of suicide through a comprehensive program of education, training and resources designed to promote school connectedness and behavioral health.

Students are to seek help for themselves or their peers, including when concerns arise via social media or other online forums, and to avoid making promises of confidence when they are concerned about the safety of a peer or other individual.

Report concerns to a staff member (e.g. social worker, school counselor, nurse, principal, etc.) or the Safe2Say Something Program.

Educational Opportunity for Military Children (Based on Board Policy #254)

The District recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The District is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and Board policy.

McKinney-Vento Act

(Based on Board Policy #251)

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness from either the School District in which their person or the shelter is located or the School District of origin. They are not required to submit proof of residency or certain contact information.

Basic Education Circulars (BEC) outlines procedures for deciding school placement, enrolling students, and determining responsibility. With the increased number of children experiencing homelessness currently attending The School District of Lancaster, the District must provide proper educational support and services.

The School District of Lancaster's Families in Transition (FIT) program supports our students and families that experience homelessness. "Homeless" is defined by McKinney-Vento as "anyone lacking a fixed, adequate, regular nighttime residence."

Qualifying Situations for FIT Program

- Staying in the home of other people due to unavailable housing, financial hardship, eviction or similar circumstances
- Living in motels, hotels, trailer parks (in some instances, examples: leaking roof, no heat), public places, or campgrounds due to unavailable suitable housing options

- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent/guardian) or runaway youth
- Refugee and migrant youth
- Act of Nature/Fire
- Domestic Violence
- Death/Incarceration of Guardian
- Children in Foster Care

For more information visit:

<https://sdlancaster.org/discover-sdol/student-services/families-in-transition/>

Responsibility to Attend School

(Based on Board Policy #204 and #251)

Parent/Guardian of all children between the ages of six **until** 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused (i.e., parent/guardian excuse, doctor's excuse, bereavement, etc.). Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public school or from extracurricular activities because they are married, pregnant, or have a disability, or experiencing educational instability.

Responsibility for Maintaining High Standards of Behavior

Students must comply with all state and local laws. Students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

Students are expected to:

- Express ideas and opinions in a respectful manner
- Use public facilities and equipment with proper care
- Arrive on time to school, all classes, and school functions
- Complete all assignments on time and to the best of their ability

- Make up missed work following an absence from school
- Make a reasonable effort to successfully complete all required courses of study
- Use appropriate language, free of obscenities, on school premises and at school functions
- Take responsibility for their learning and seek help when needed

Right to a Safe School Environment

Students are encouraged to share with the administration and faculty a responsibility to develop a climate within the school that cultivates a culture of belonging and learning.

Students are encouraged to volunteer information to school authorities in matters relating to the health, safety and welfare of the school community and the protection of school property through direct reporting to school staff or through Safe2Say Something system.

Students should dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. Dress code policies must be followed.

No student has the right to interfere with the education of 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. Bullying/Cyber bullying, hazing, or other harmful treatment of others will be subject to disciplinary action.

Right to Non-Discriminatory Practices

Consistent with the Pennsylvania Human Relations Act (43 P.S. § § 951—963), a student may neither be denied access to a free and full public education, nor subjected to disciplinary action based on race, color, sex, gender, gender identity, age, religious creed, religion, ancestry, sexual orientation, national origin, marital status, pregnancy, or handicap/disability.

A student who is eligible to attend District schools and is married and/or pregnant/parenting will not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.

Right to Due Process

Education is a statutory right and students will be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. (see Section 6 for more information)

Alternative Education Placement Review Committee

The primary function of the Alternative Education Placement Review Committee is to assess whether a student's behavior meets the criteria for placement to the district's AEDY program. This committee meets at the request of the building principal to review student cases and ensure that all district and community resources have been explored on the student's behalf before considering an AEDY placement.

Formal Hearings

A formal hearing or an expulsion waiver agreement is required in all expulsion actions. A Judiciary Hearing is held to determine whether a student should be expelled from school. The Board of School Directors ("Board") delegates the role of conducting any hearing regarding a student's potential expulsion from school to a Hearing Officer. The Hearing Officer is annually appointed by the Board through formal action at its May Meeting and is tasked with conducting any student expulsion hearings. The Hearing Officer reviews the charges and background information which the principal/designee presents to substantiate the recommendation for expulsion and also reviews information presented by the student, parent/guardian, and/or counsel.

After a Judiciary Hearing, the Hearing Officer is responsible for making a recommendation to the School Board as to the disposition of the student's discipline. The School Board will make a final decision regarding the Hearing Officer's recommendation concerning any student's expulsion from school at its regular monthly voting meeting. The following due process requirements shall be observed with regard to the formal hearing:

- Notification of the charges will be sent to the student's parent/guardian by certified mail.
- At least three days' notice of the time and place of the hearing will be given.

A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when special circumstances exist.

- The hearing will be held in private unless the student or parent/guardian requests a public hearing.
- The student may be represented by counsel, at the expense of the parent/guardian, and must have a parent/guardian attend the hearing.
- The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses.
- A written or audio record will be kept of the hearing. The student is entitled to a copy (reference to policy #216)
- The proceeding will be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing will be held as soon as reasonably possible:
 - Laboratory reports are needed from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student invoking rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).
 - In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - Student is detained
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Waiver

After a determination has been made that a student has committed an expellable offense, the student and the student's parent/guardian will be offered the opportunity to enter into a waiver agreement. With full knowledge and understanding of their rights, the student and parent/guardian may choose to waive the right to a formal Judiciary hearing and accept the consequences outlined in the waiver agreement.

By signing the waiver agreement, the student and parent/guardian also waive the right to contest the agreed-upon consequences through an appeal or legal proceeding in any court.

If the student and the student's parent/guardian decline the waiver option, the matter will proceed to a formal Judiciary hearing in accordance with established procedures.

Informal Hearings (required for suspensions of more than 3 days)

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

- The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parent/guardian and school officials to discuss ways in which future offenses might be avoided.
- The following due process requirements shall be observed in regard to the informal hearing:
 - Notification of the reasons will be given in writing to the parent/guardian and to the student.
 - Sufficient notice of the time and place of the informal hearing shall be given.
 - A student has the right to question any witnesses present at the hearing.
 - A student has the right to speak and produce witnesses.
 - The school entity will offer to hold the informal hearing within the first five days of the suspension.

Student Expression/Dissemination of Materials *(Based on Board Policy #220)*

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

Students have the right to express themselves in word or symbol and to disseminate non-school materials to others in areas designated for posting as a part of that expression, while the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

Dissemination shall mean students distributing or publicly displaying non-school materials to others by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others. This is also to include any time or location when creating or sending information using email, websites, online platforms, social media channels, text messaging or other technological means that are owned, provided or sponsored by the school district.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or is likely to or does materially or substantially interfere with another's rights to participate in the educational process or school activities.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, computers, technology, and any other means of common communication, provided that the use of public school communications facilities will be in accordance with the regulations of the authority in charge of those facilities.

Students have the responsibility to understand unprotected student expression and to stay within the limits of protected student expression. Students have the responsibility to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Dissemination of non-school materials shall occur only at the places and during the times identified to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

Identification of the individual student or at least one responsible person in a student group will be required on disseminated non-school materials.

School officials will require students to submit for prior approval a copy of non-school materials, including digital media, to be disseminated on school property or during school sponsored events. Bulletin boards must conform to the following:

- School authorities may restrict the use of certain bulletin boards.
- Bulletin board space should be provided for the use of students and student organizations.
- School officials may require that notices or other communications be officially dated and approved before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

School newspapers and publications must conform to the following:

- Student newspaper editors have the right to report the news and to editorialize within the provisions set forth below.
- School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- School officials may not censor or restrict material simply because it is critical of the school or its administration.
- Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered as authorized for distribution.
- Students who are not members of the newspaper staff will have access to it electronically/via website. Written

criteria for submission of material by nonstaff members will be developed and distributed to all students.

School officials may set forth the time and place of dissemination of non-school materials so that it would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

- A proper time and place set for dissemination is one that would give the students the opportunity to reach fellow students.
- The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- The wearing of buttons, badges, or armbands will be permitted as another form of expression within the restrictions listed above.

School officials reserve the right to prohibit the dissemination of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs.

School officials reserve the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Rights Regarding Opening Exercises/Moment of Silence/Flag Display *(Based on Board Policy 807)*

It is the responsibility of every citizen to show proper respect for the country and its flag.

Students may decline to recite the Pledge of Allegiance or National Anthem and may refrain from standing and/or saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Rights Regarding Confidential Communications

Use of a student's confidential communications by school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See 42 Pa.C.S. § 5945 (relating to

confidential communications to school personnel). Information received in confidence from a student may be revealed to the student's parent/guardian, the principal, or other appropriate authority when the health, welfare, or safety of the student or other persons is clearly in jeopardy.

Rights Regarding Searches

(Based on Board Policy #226)

Except as stated below or in Board Policy #226, searches of individual students shall occur only in the event there is reasonable suspicion that an individual may be in possession of a weapon, drugs or alcohol, or other item that violates school rules or poses a material risk to the safety of person or property. Searches will be performed with respect for students' rights and the safety of the school community.

Because lockers belong to the District, there is a limited expectation of privacy with regard to a student's locker. When school administration have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning; however, absent an emergency, the student will first be notified and given the opportunity to be present.

Written documentation of the reasonable suspicion is required for all locker searches.

Student lockers may be subject to random, suspicionless searches if school authorities have legitimate, substantial concern that multiple students are possessing items in school that threaten the health, safety and/or welfare of school population. The means for conducting the search will be respectful of students' privacy interests and designed to location of the sought items.

Student lockers may be subject to periodic inspections by school custodial staff to ensure they are in good working order, to determine if they need repair, to complete pest control abatement or remove perishable food items. Any prohibited items that are found in a student locker will be turned over to school principal.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

The District authorizes all secondary schools to conduct weapons searches using hand-held metal detectors without individualized reasonable suspicion. When a hand-held metal detector is being used, all individuals will be expected to comply with the screening.

If a hand-held metal detector is activated, the individual will be asked to remove metal objects from their person or personal belongings and be scanned again. If after the removal of the metal objects, there is an activation of the hand-held metal detector, the individual will be taken to a room out of view from other individuals and the person will be subject to a “pat down” search. A “pat down” search conducted by school personnel shall be limited to feeling the outer clothing for the purposes of discovering only items which may have activated the metal detector. If the school personnel conducting a “pat down” search feels an object which may have activated the hand-held metal detector, the individual will be asked to remove the object. If the individual declines, the object may be removed by the school personnel. Under all circumstances, the “pat down” search will be conducted by at least two school personnel of the same sex as that of the individual being searched.

Any illegal or prohibited items found through a search may be used as evidence against the student in disciplinary proceedings.

The District may also use walk-through metal detectors for suspicionless searches of students, staff and visitors for weapons while attending events on school property.

The Board further authorizes the use of walk-through metal detectors for suspicionless searches of students, staff and visitors for weapons while attending events on school property. If a person activates a walk-through metal detector the individual will be asked to remove metal objects from their person or personal belongings and be scanned again using a hand-held metal detector. All property found from the individual as a result of the search, which may be legitimately brought onto school premises, will be returned. Any weapon found through a search, shall be confiscated, and may be returned to non-students when leaving school property. Students found in possession of a weapon shall be subject to disciplinary action. The District reserves the right to require any individual found in the possession of a weapon to immediately leave the school premises. Any individual who fails to

cooperate with school authorities or school security personnel in the performance of these metal detectors shall be denied access to school property.

Student Copyright Material

(Based on Board Policy #816)

When a student creates an original and creative assignment, project, paper, or thesis, the student, or the parent/guardian of a minor student, retains the copyright to the work created at school or for school-related assignments.

Staff may use copyrighted student work that falls within the fair use doctrine. If there is reason to believe that the intended use does not fall within fair use, prior written permission must be obtained from the parent/guardian of a minor student, or from the student if the student is 18 years of age or older.

If a student’s original creative work is used in an official district publication, the student will be properly identified and credited for their work.

Student Records and Data

The District has responsibility for the collection, retention, disclosure and protection of student records. The District has the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. (Based on Board Policy #216)

The District has the responsibility to safeguard individual student data in accordance with state and federal law governing information exchange, access and confidentiality of student records and personally identifiable information. The Family Education Rights and Privacy Act (FERPA) prohibits the District from disclosing educational records that contain personally identifiable information to third parties without the prior written consent of the student’s parent/guardian or by the student, if the student is 18 years or older. Parent/Guardian shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity. (Based on Board Policy #216.2)

Parents/Guardians also have the right to review and inspect their child’s records and request a record amendment if they believe the record includes an error (Based on Board Policy #216)

Section 2

Attendance at School

*Change will not come
if we wait for some other
person or some other time.
We are the ones we've been
waiting for. We are the
change we seek.*

–Barack Obama



ATTENDANCE AT SCHOOL

(Based on Board Policy #204)

The School District of Lancaster recognizes that attendance is important to educational success. Attendance is required of all students enrolled during the days and hours that school is in session. All students are expected to maintain 95% attendance. Regular school attendance matters. Research indicates that regular school attendance is a crucial factor in student success, impacting academic achievement, graduation rates, and overall well-being.

Chronic Absenteeism

Chronic absenteeism is defined as students who are absent 10% or more and are enrolled in the District at least 90 school days. A student is considered absent if they are not physically participating in instruction or instruction-related activities. This includes students who are absent regardless of whether absences are excused or unlawful; including out-of-school suspensions. For example, two missed school days out of a month may be considered chronically absent.

Excused

Parent/guardian is required to turn in a written excuse indicating the date(s) and reason **within three days** of an absence to the ParentVue app, a handwritten note, or designated school attendance email address. A maximum of 10 parent/guardian excused days shall be permitted during a school year. Excused absences include but not limited to, illness, recovery from accident, observance of a religious holiday, participation in a project sponsored by a statewide or countywide, college visit (not to exceed 3 days), family emergency, non-school sponsored trips/family trips, court/legal appointments, and death in the family. After the accumulation of 10 Parent Excused days, further absences require an excuse from a legal or medical provider.

Upon receipt of satisfactory excuse provided by a health care provider a student shall be excused for a temporary period. Documentation from a health care provider must specify the specific date(s) of absence and may not serve as an open-ended or rolling excuse. Each instance of absence must be individually documented and justified.

Unexcused/Unlawful

Absences will be treated as unlawful until the school receives a written excuse explaining an acceptable absence, to be submitted within three days of the absence. If an unacceptable absence is received, the absence will remain as unlawful.

Tardy to School and Early Dismissal: Students who arrive late to school and/or leave early will be coded as unlawful unless the absence has a written legal or medical excuse from a licensed medical provider.

A student missing 50% or more of a school day will result in a full day absence.

Compulsory School Law

The attendance law requires children to attend a public or state-accredited private school. This period is a child's life from the time the child's parent/guardian elect to have the child enter school, which will be no later than 6 years of age through the age of 18 years.

Truant

Students are truant when they have three or more unlawful absences in one school year. The person in parental relation will receive a letter within 10 school days of the student's third unlawful absence.

Habitually Truant

The person in parental relation will receive a letter with the scheduled attendance improvement conference to support and improve regular school attendance. Unless a judge determines that it is in the student's best interest, a habitually truant student will not be permitted to transfer to a cyber charter school during the school year. In accordance with Act 47, a student who is habitually truant is prohibited from transferring, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of the child. The district's Cyber Pathways Academy is an option to explore for all students, regardless of the child's attendance.

Late to Class and Non-Attendance

Students are expected to attend and be on time for all classes according to their schedule. A student is late to class when they arrive after the bell rings without a pass. Non-attendance is when a student fails to attend class (cuts class) or walks out of class and does not return (elopement). Failure to attend classes may result in disciplinary action, including but not limited to detention, to make up for the time missed.

Homebound Instruction

(Based on Board Policy #117)

Students are eligible for homebound instruction when a licensed healthcare provider provides written notification to the Office of Student Services that the student is unable to attend school and will be unable to do so for a period of not fewer than ten (10) school days.

Attendance Improvement Conference The purpose of the Attendance Improvement Conference (AIC) is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals are invited to the conference: the student, the student's person in parental relation, other individuals identified by the parent/guardian who may be a resource, appropriate school personnel, and recommended service providers.

When a student under 15 years of age is habitually truant, the District will refer the student to a school-based or community-based attendance improvement program or the local children and youth agency. If attendance does not improve, a citation may be filed against the person in parental relation who resides in the same household as the student.

When a student 15 to 18 years of age is habitually truant, District staff shall refer the student to a school or community based attendance improvement program, the local children and youth agency, or file a citation against the student or the person in parental relation who resides in the same household as the student.

If attendance does not improve or a student refuses to participate, a citation may be filed against the student or person in parental relation who resides in the same household as the student.

The outcome of the Attendance Improvement Conference shall be documented in a written Attendance Improvement Plan. The plan shall be retained in the student's file. A copy of the plan shall be provided to the person in parental relation, the student, and appropriate District personnel.

Special Education Services

If a truant or habitually truant student may qualify as a student with a disability and require special education services or accommodations, the Special Education Administrator or designee shall be notified and shall take action to address the student's needs per the applicable law, regulations, and Board policy.



Section 3

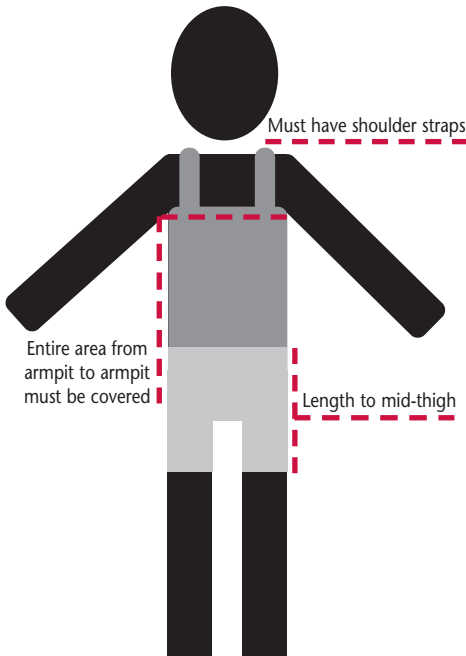
Dress and Appearance

If your child marches to a different beat, a different drummer, you might just have to go along with that music. Help them achieve what's important to them.

–Sonia Sotomayor



DRESS AND APPEARANCE *(Based on Board Policy #221)*



Each student's mode of dress and appearance is a personal expression of style and individual preference. The District's dress code is designed to ensure equitable educational access without reinforcing stereotypes or increasing the marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, religious creed, cultural observance, household income, or body type/size.

The dress code prohibits discrimination with regards to the enforcement and interpretation of rules regarding student dress and appearance, including but not limited to the following:

- Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.
- Religious creed including head covering and hairstyles historically associated with religious creeds.

The dress code aims to inspire students to learn while allowing them the freedom to make clothing and style decisions, with input from their parent(s)/guardian(s). While parents/guardians are responsible for ensuring student compliance with the dress code, students are expected to know and follow the dress code during school hours and activities.

The School District is responsible for ensuring that student attire does not interfere with the health or safety of students or disrupt the learning environment. Student attire should promote participation in learning and support the health and safety of students and staff.

These guidelines are intended to assist students, staff, and parents/guardians in understanding and adhering to the dress code expectations.

DRESS CODE REQUIREMENTS *(Based on Board Policy #221)*

- Clothing on the upper body must cover areas from one armpit across to the other armpit extending down to the waistline so that skin and undergarments are covered. Tops must have shoulder straps at least 2 inches wide. Clothing on the lower body must cover undergarments and should be of appropriate length as illustrated in the image above.
- Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers will not be worn, except for school activities approved by the principal). All shoes should have a strap around the heel for safety purposes.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Discrimination is prohibited with regard to the enforcement and interpretation of rules regarding student dress and appearance, including but not limited to:
 1. Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros, and extensions.
 2. Religious creed, including head coverings and hairstyles historically associated with religious creeds.

- Headgear including, but limited to hats, hoodies, bandanas, and caps are not allowed unless permitted for religious, medical, or other reason(s) deemed appropriate by school administration.
 - Outerwear must not be worn in school after arrival and must be secured in an assigned locker or classroom area. Only students who travel during the school day are permitted to carry outerwear during the school day, at the discretion of school administration.
 - To ensure the health and safety of students, physical education classes, technical education classes, extracurricular activities, or other situations may require specialized attire, such as sports uniforms or safety gear.
 - Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, vaping products, marijuana, or other controlled substances.
 - Clothing may not depict or imply pornography, nudity, or sexual acts.
 - Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
 - Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
 - Tights/leggings are required underneath ripped jeans with tears above the mid-thigh.
 - Sunglasses may not be worn inside the building unless for documented medical reasons.
 - Clothing and accessories that endanger student or staff safety may not be worn.
 - Clothing and accessories that may damage school property or the personal property of other students or endanger student or staff safety may not be worn.
 - Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or hate group that advocates illegal or disruptive behavior is prohibited.
 - Student expression under dress and grooming must comply with Policy #221 governing Dress and Appearance.
 - Parent/Guardian will be contacted if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Consequences may be applied for non compliance. Any student who feels aggrieved by the District's action pursuant to Policy #221 may pursue relief under Policy #219 governing "Student Complaint Process."
- 1st Offense:** The parent/guardian will be notified that their child did not report to school in approved dress code attire. The parent/guardian will confirm their awareness of the policy and understand that all students must follow the dress code. Parent/Guardian support will be solicited. This contact will be documented.
- 2nd Offense:** The parent/guardian will be contacted again, and the student will be given the option to change into school-issued clothing (when available) for the day, or the parent/guardian can bring an appropriate change of clothing to the school. The parent/guardian must provide the clothing within a reasonable time frame. This offense will be documented, and intervention strategies will be explored.
- 3rd Offense:** The parent/guardian will be contacted again. The student may face consequences, such as after-school detention (or another consequence deemed appropriate by the principal or designee), equivalent to the time lost for changing into approved attire, but no longer than one hour. This offense will be documented, and additional intervention strategies will be implemented.
- Further disciplinary actions will be taken for ongoing and multiple infractions.*

STUDENT IDENTIFICATION CARDS

Students in grades 6–12 must display an Identification Card above the waist most preferably with their lanyards. Identification Cards are not valid if defaced, altered or if the picture is covered.

Section 4

Standards and Expectations of Behavior



*Education is the passport
to the future, for tomorrow
belongs to those who
prepare for it today.*

–Malcolm X



STANDARDS AND EXPECTATIONS OF BEHAVIOR

All standards for behavior are expected to be followed. Any behavior that disrupts the learning environment and puts the student or others at risk is unacceptable. All efforts will be made to ensure a positive learning environment that is Responsible, Respectful, and Safe. Any violation of the standards will be subject to the General Interventions/Discipline Sequence outlined in Section 5.

Standard 1. Model Responsibility and Integrity

Cheating/Plagiarism/Falsification

Cheating, plagiarism, or falsifying documents (forgery or counterfeiting by verbal, written, or electronic transmission; this act also includes school forms, hall passes, notes from parent/guardian, etc.) is prohibited.

Illegal gambling

Betting money or other things of value, whether it is online, with cards or dice, betting on sporting events, or through other methods or forms, is prohibited.

Stealing

Stealing, theft, extortion (attempting to obtain something of value by threat or force) is an unlawful offense and can be prosecuted under state law.

Use of Electronic Devices

(Based on Policies #237 and #815)

The use of the District's technology resources, including the District assigned iPads for all students is for appropriate school-related educational and operational purposes consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use must comply with District policy and all other applicable codes of conduct, procedures, and rules. All students are responsible for the appropriate, legitimate and lawful use of the District's technology resources. Any use of the District's computing resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.

Students are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state laws.

Unauthorized Use of Technology and/or Communication Devices

Students are prohibited from the unauthorized use of electronic devices during the school day in District buildings; on District property; on District buses and vehicles; during the time students are under the supervision of the District; while students are attending school-sponsored activities, and in locker rooms, bathrooms, health suites, and other changing areas at any time.

Electronic devices shall include all devices that can take photographs; record, play, or edit audio, or video data; store, transmit or receive calls, messages, text, data, or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Students are prohibited from taking, storing, disseminating, transferring, viewing, sharing, or recording of physical aggression, altercation, fighting, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to, texting and emailing.

Destruction and/or vandalism of District issued electronic devices may result in cancellation of access privileges or other consequences.

The District shall NOT be liable for the loss, damage or misuse of any personal electronic device brought to school by a student.

General rules for behavior and communications apply when using the Internet. Loss of access and other disciplinary actions (including possible suspension or expulsion of students) shall be consequences for inappropriate use and violations of the components of the District's Acceptable Use of Electronic Resources Policy. *(Based on Policy #237)* Students may use electronic devices in authorized areas with prior permission of the supervising teacher or staff member, or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.
2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles, and in the library and study hall if authorized by the classroom teacher, or designee.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.
4. Other reasons determined appropriate by the building principal.

All use of electronic devices by students must follow the Code of Student Conduct and Board policy. Violations may result in disciplinary action and the confiscation of the electronic device.

Use of Generative Artificial Intelligence in Education

(Based on Board Policy #815.1)

The District authorizes the use of AI integration in educationally approved resources related to curriculum and instruction as it pertains to district schools and programs. All AI tools shall be used in a manner consistent with assigned curriculum and/or programs and done with appropriate staff oversight and supervision. Unauthorized AI tools and resources that do not meet educational or operational objectives will not be supported and may subject the user to disciplinary action.

Standard 2. Respect Self, Others, and Property

Transportation Rules and Regulations

(Based on Board Policy #218)

Students will act in a respectful manner to the driver and to fellow students while waiting for and riding on school buses, vans, or other modes of transportation supplied by the District. The District shall have the right to exercise the same authority as to conduct and behavior over the pupils attending all schools, during the time they are in attendance,

including the time required in going to and from their homes. Prior to suspending a student receiving special education services, the building leader should contact a special education administrator. The following behaviors and/or violations may result in the suspension/loss of a student using District transportation:

1. Swearing
2. Fighting, pushing, tripping or wrestling
3. Shouting or loud singing
4. Playing of music without headsets
5. Disobeying directions of the bus driver
6. Littering or throwing objects
7. Use or possession of matches, lighters, or tobacco
8. Use or possession of vapes
9. Possessing weapons
10. Having pets
11. Not having all parts of the body inside the bus at all times
12. Actions which cause a disturbance or distraction to the bus driver or other students or could impair the safe operation of the bus
13. Eating or drinking on the bus or van (unless permitted by staff)
14. Defacing or destruction of bus property
15. Tampering with the bus or its equipment

Video and Audio Recording on Buses

(Based on Board Policy #810.2)

Video and audio recording equipment may be used on school buses transporting students to and from school, field trips, extracurricular activities, and athletic trips at the discretion of the School District. Review or use of the audiotape/videotape from a school bus or a school vehicle shall be consistent with the School District's student disciplinary procedures and shall comply with all privacy rights of student education records. Any issues related to Transportation, please contact **717-945-1440**.

Video Recording in the District

(Based on Board Policy #709.1)

Video recording equipment may be used by the school district to maintain a video record of what occurred in an area being monitored to assist building administrators in providing safe and secure schools and other work sites for the protection of individuals and their property. The use of video recording devices will be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws. Students observed through video recordings in acts that violate district policy, procedures, or disciplinary guidelines may be subject to discipline in accordance with District Policy #218 (Student Discipline).

Physical Aggression/Altercation/Fighting/Play Fighting

A student shall not engage in any form of play fighting, physical aggression, or threatening behaviors towards any adult person or a fellow student. Physical aggression includes physical confrontation that may result in: no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, biting, and fighting. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of another, or throwing objects at another person is considered physical aggression and is prohibited. When absolutely necessary, School Resource /Security Officers and/or local police may be involved, resulting in a citation. At police discretion, a more serious charge may be issued.

Bullying/Cyber Bullying

(Based on Board Policy #249)

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment and substantially disrupting the orderly operation of the school.

Students who believe they or others have been bullied, are encouraged to promptly report such incidents to any School District employee or submit a Safe2Say, anonymous tip by:

- Calling 1-844-SAFE2SAY (723-2729)
- online at www.safe2saypa.org
- or in the Safe2Say Something App

Gang Activity

Any formal or informal group of 3 or more persons who share a common identity whose purpose includes but is not limited to intimidate, harass, disrupt, create chaos, damage or destroy property, engage in criminal or other illegal activity is prohibited. No symbols, mode or color of dress, or territorial recognitions will be allowed. Any gang activity or intimidation activities on school grounds or at any school affiliated activity is prohibited. Local law enforcement may be notified.

Inappropriate/Profane Language

Any inappropriate, sexual, harassing, or profane language will not be tolerated on school property or at any school affiliated activities. The use of such language, either verbal or written is prohibited.

Hazing *(Based on Board Policy #247)*

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Any activity, as described above, will be deemed a violation of this policy regardless of whether the consent of the student was sought or obtained, or the conduct was sanctioned or approved by the school or organization. Students who believe they, or others, have been subject to hazing should promptly report the incident to any District employee.

Nondiscrimination Against Students

(Based on Policy #103)

The District is committed to the maintenance of a safe, positive learning environment for all students and staff that is free from discrimination.

Discrimination is inconsistent with the rights of students and staff, interferes with the educational and programmatic goals of the District, and, as such, is prohibited in schools and at District or school sponsored programs or activities.

The District shall provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The District prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory.

Harassment is a form of discrimination based on the protected classifications listed in Policy 103 consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Students who believe they or others have been subject to harassment, discrimination or retaliation promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. If the building principal is the subject of a complaint, the report of the incident shall be made directly to the Title IX Coordinator.

The District is committed to adhering to applicable state and federal laws to ensure that its practices remain both feasible and practicable in the submission of complaints and engagement in the subsequent investigations pertaining to the issue of sex-based discrimination pursuant to preserving the health, safety, and well-being of students.

Violations of Policy 103, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Sexual harassment consists of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to conduct is made explicitly term or condition or a student's status in any educational or other programs offered by the school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting student; or
3. Such conduct deprives a student or group of individuals or educational aid, benefits, services or treatment.

Anyone who believes that a student or students have been subject to discrimination in regard to District's programs is encouraged to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

A student who believes they have been subject to conduct by any student, employee, or third party is encouraged to immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student should report the incident directly to the Director of Schools.

The District will conduct an adequate, reliable and impartial investigation. If the investigation results in a finding that some or all of the allegations of the complaint are established, the District will take prompt, corrective action designed to cease such conduct and prevent retaliation. Any disciplinary actions will be consistent with the Code of Student Conduct, Board policies and administrative regulations, District procedures, applicable collective bargaining agreements, and state and federal laws.

Institutional Vandalism

Institutional vandalism occurs when the offender knowingly destroys, vandalizes, defaces or otherwise damages property of school or educational entity.

Under no circumstances will these acts be tolerated and will be dealt with accordingly.

Standard 3. Create a Positive, Safe, and Drug Free Learning Environment

Controlled Substances/Paraphernalia

(Based on Board Policy #227)

Students are not permitted to possess, use, sell or buy alcohol, controlled substances including illegal drugs or drug paraphernalia, in any form, look-alike drugs, drugs, anabolic steroids, volatile solvents or inhalants, prescription or patent drugs, substances that when ingested cause a physiological effect similar to the effect of a controlled substance except those controlled substances for which permission has been granted for use, on school property, on a school bus, and when attending school-sponsored functions. If a student is suspected of being under the influence, the student shall be taken to the health room for a substance abuse assessment. A student violating this policy may be subject to disciplinary consequences, which may include, but not be limited to the following: suspension or expulsion from school; suspension or removal from extracurricular or athletic programs; or removal or prohibited from participating in school-sponsored activities.

If a student is suspected of being under the influence, the student shall be taken to the health room for a substance abuse assessment.

Look-alike Drug

A look-alike drug shall include any pill, capsule, tablet, powder, plant matter and other item or substance that is designed or intended to resemble

a controlled substance, or is used in a manner likely to induce others to believe the material is a controlled substance.

Possession and/or under the influence – First Offense

In an instance where a student was determined to have possessed, used or been under the influence of alcohol or a controlled substance for the first time, while in school or at any school-sponsored function, the following procedures will apply:

- The staff member who discovers the alcohol/controlled substance will confiscate all alcohol/drugs and associated paraphernalia in plain sight. All confiscated substances shall be turned over to the building administrator and/or authorities after it is photographed for the student's disciplinary record. The student(s) involved will be referred to the Principal and/or other authorities for further investigation.
- Consequences will consist of a one-day out-of-school suspension, a mandatory parent/guardian conference and a five-day in-school suspension. At the discretion of the Principal/designee, such students may be assigned to group counseling sessions in lieu of all or part of the in-school suspension. At the elementary school level, a referral to a District or community counseling program will be required in lieu of the in-school suspension.
- Parent/Guardian will be notified and completely informed of the circumstances. This contact will be documented.
- A School Resource/Security Officer may be notified and the student will be identified. Appropriate community agency personnel could also be notified.
- Help will be provided through a referral to the MTSS Team to identify appropriate interventions. Parent/Guardian involvement will be solicited.
- Appropriate staff members will be expected to monitor these cases on a regular and continual basis with documentation.

Possession and/or under the influence – Second Offense:

The consequences of a second offense of a student will consist of a one-day suspension, a parent/guardian conference, a five-day in-school suspension and an Alternative Education Placement Review will take place.

Purchasing Controlled Substances –

In an instance where a student has purchased any controlled substances on school property or at any school-sponsored function, the following procedures will apply:

1. Investigation will be conducted by the principal or an authorized delegate.
2. All controlled substances in plain sight will be confiscated. Personal and/or locker searches may be conducted as per district policy.
3. Parent/Guardian will be notified as soon as adequate supportive information is collected.
4. Consequences will consist of a parent/guardian conference, a suspension out-of-school of up to five (5) days and an Alternative Education Placement Review will take place.
5. Help will be provided through a referral to the MTSS Team to identify appropriate interventions.

Selling/Distributing Controlled Substances

When it is determined a student has sold or distributed a controlled substance while in school or at any school-sponsored function, the following procedures will apply:

- All controlled substances in plain sight will be confiscated. Personal and/or locker searches may be conducted as per district policy.
- Parent/Guardian will be notified as soon as adequate supportive information is collected.
- A School Resource /Security Officer will be notified in such instances and the student will be identified.
- Consequences will consist of a parent/guardian conference, a suspension out-of-school of up to ten (10) days and a judiciary hearing before the Hearing Officer. Any

recommendation for expulsion from school needs to be approved by the School Board.

- Help will be provided through a referral to the MTSS Team to identify appropriate interventions. A referral may be made to an appropriate drug and alcohol program.

Weapons/Dangerous Objects/Explosives

The Board prohibits students from possessing and/or bringing any weapon, dangerous object or explosive into any district buildings, onto school property, to any school-sponsored activity, and onto any bus, van or public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to or from school.

The term “weapon” includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. The District shall expel a student for a period of not less than one (1) year for a weapon offense, unless the Superintendent recommends a modification of the 1 year expulsion requirement.

The term “dangerous object” includes but is not limited to (1) a replica of a weapon meaning any item that resembles a weapon and is possessed or used to intimidate, create apprehension or threaten another person, even if the item is not capable of inflicting serious bodily injury; (2) noxious substances such as mace or pepper spray; (3) incendiary devices such as lighters or matches; (4) pellet or compressed air gun or pistol; (5) unassembled components of a firearm or bullets; (6) blackjack, brass knuckles or similar item designed to strike a person; or (7) any object or item used to threaten or harass another person under circumstances not manifestly appropriate to its lawfully intended use. The District may suspend and/or expel a student for a dangerous object offense with the precise disciplinary consequence to be decided based upon the facts and circumstances.

The definition of a dangerous instrument/material includes, but is not limited to, any dagger, blackjack, explosive or incendiary device such as lighters and matches, noxious substance such as mace and pepper spray, or any other tool, instrument, or implement capable of inflicting serious bodily injury or used under circumstances not manifestly appropriate to lawful possession and use.

Tobacco and Vaping Products

(Based on Board Policy #222)

The Board prohibits possession, use, purchase or sale of tobacco products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property. The Board authorizes the confiscation and disposal of tobacco products prohibited by this policy.

Tobacco products shall be defined to include the following:

- 1.** Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- 2.** Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
- 3.** Any product containing, made or derived from either:
 - a.** Tobacco, whether in its natural or synthetic form; or

- b.** Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
- c.** Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

A student who violates this policy may be subject to building level discipline and, if necessary, SRO/law enforcement involvement. School Counselors may provide students with information regarding tobacco/vaping programs.

Threat Assessment Procedures

(Based on Policy #236.1)

The District has established a Threat Assessment Team and a set of procedures to assess and intervene when a student's behavior may pose a threat to the safety of themselves or others including peers, school staff, school facilities, or the broader community. If a student observes or hears concerning behavior, they should report it immediately to a staff member or to Safe2Say Something Program. The staff member will promptly notify the building administrator, who is a member of the Building Threat Assessment Team. The team will respond according to the guidelines outlined in District Policy #236.1.

Safe2Say Something Program

Students are required to follow District procedures when reporting school-related safety or security concerns through the Safe2Say Something Program. This program provides a structured process for Building and District administrators and staff to respond to tips, coordinate with county emergency dispatch centers/local law enforcement, and ensure appropriate assessments and responses are made to protect students, staff, school facilities, and our community.

Anonymous tips can be submitted by calling 1-844-SAFE2SAY (1-844-723-2729), visiting www.safe2saypa.org, or using the Safe2Say Something mobile app.

| Section 5

General Intervention/ Discipline Sequence



*Whoever teaches learns in the act of teaching, and
whoever learns teaches in the act of learning.*

–Paolo Freiremay



MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

Multi-Tiered System of Support (MTSS) is the practice of providing instruction and interventions that match student needs. Based on this problem-solving model, the MTSS approach considers various factors as they apply to a student's difficulty and provides interventions as soon as the student demonstrates a need.

The School District of Lancaster will implement strategies and interventions with a student at the onset of any disruptive behavior. Exceptions may apply to specific drug violations, or firearm possession, which mandate a one-year expulsion. Based on the student's response to the intervention or lack of progress, a more in-depth problem-solving process may be needed which may include additional school or District personnel to develop a more detailed and individualized support plan.

Teachers, support staff, and administrators must maintain written documentation at every level of intervention and discipline. The District strongly believes that school staff and parent/guardians working together is the best way to build trusting relationships and improve student behavior. Through this collaborative effort, students receive interventions and support that help them become a successful learner inside and outside of the classroom.

The School District of Lancaster's goal is to improve student behavior, while providing appropriate interventions and consequences when behavior expectations are not met. Progressive discipline (the process of using increased measures when a student fails to correct a problem after being given a reasonable opportunity to do so) will be used.

1. First observe the problem behavior
2. Decide if the behavior is Minor or Major

Minor Behavior (Flow A)

- A minor behavior does not put the safety of another student or adult at risk and is managed "on the spot" by a classroom teacher or staff member. The classroom teacher will manage student minor behaviors which are documented as classroom observations in Student Information System.

Tier 1 Classroom Managed Interventions and Consequences for Minor Behaviors

Proactive Supports

- Classroom management system
- Teach expected behaviors
- Reinforce expected behaviors
- Build community with class meetings, restorative circles, advisory meetings, etc.
- Redirection, Ignore, Proximity
- Verbal warning
- Walk break, drink break
- In-class break
- Buddy teacher
- Parent/Guardian contact

Interventions/Consequences

- Advanced support resource: **www.pbisworld.com**
- Parent/Guardian contact
- Student behavior contract
- Buddy teacher
- Logical consequences
- Structured breaks
- Check-In, Check-Out
- Peer mediation
- Reflective essay
- Referral for support from counselor or social worker
- Referral for support from counselor, SFRS
- Lunch/recess detention

Major Behavior (Flow B)

- A behavior which puts the student and/or others at risk and/or impedes the safety of the school and/or creates a major disruption to the learning environment and requires the attention of administrative staff. The interventions used to address and correct major offenses are documented in Student Information System.

Multi-Tiered Systems of Support Behavior/Social-Emotional Flowchart

Tier 1 Support

Proactive Strategies

- Establish, maintain, & resolve relationships
- Calming Corner
- Mindfulness Technique
- Establishing & reviewing classroom norms & expectations with students
- Proactive Circles
- Teaching specific strategies
- Water & Walking Breaks
- Non-Verbal Cues
- Posted schedule (predictability)
- Give behavior-specific praise
- Interactive Modeling
- Planned Ignoring
- Build community with class meetings
- Restorative Circles, Advisory Meetings, etc.
- Verbal Warning
- Parent/Guardian Contact
- Preferential Seating

Proactive Strategies

- Talk Ticket
- Break Card System
- Breakfast/Lunch Bunch
- Soft Landing
- Structured Recess
- Bathroom Buddy System
- Behavior Chart
- Reteaching Expectations
- Limiting Choices
- Restorative Conference
- Parent Meeting
- Regulation Breaks

Teacher executes classroom management with proactive strategies

Student exhibits behavior/SE need & teacher intervenes with 6* weeks of documented evidence

Intervention Successful?

YES

NO

Teacher continues to work with student to address needs & keep family informed

Teacher discusses student needs at Students of Concern meeting and submits a Request for Support referral

Advanced Tiers Support

Advanced Tiers team members review the Request for Support & documented evidence

RETURNED
More Tier 1 needed

ACCEPTED
MTSS Plan implemented

FINALIZED
Support Plan implemented

Advanced Tiers Team member creates a Tier 2 MTSS Plan for 6* weeks

Intervention Successful?

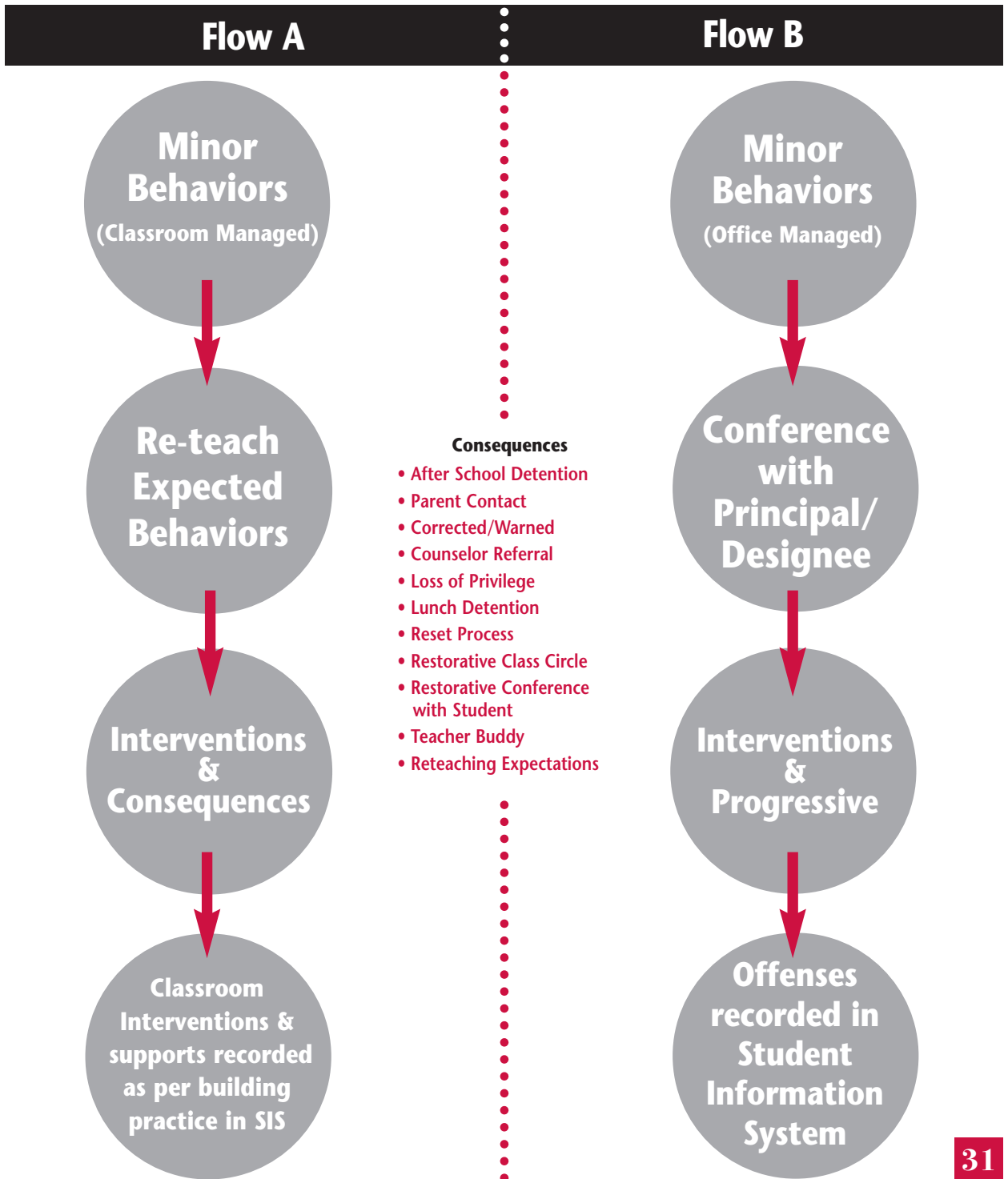
YES

NO

Team member works with teacher to fade supports

Advanced Tiers Team member tries another Tier 2 intervention or creates a Tier 3 MTSS Plan for 6* Weeks

SAMPLE BEHAVIOR FLOWCHART



Office Managed Interventions/Consequences for Major Problem Behaviors

Tier 2 – Targeted Interventions/Consequences

- Advanced support resource: **www.pbisworld.com**
- Referral for support from student support teams/MTSS school process
- Social skills group/Group counseling
- Mentoring program
- Check-In, Check-Out
- Structured breaks
- Reflective essay
- Parent/Guardian shadowing
- Logical consequence/loss of privilege
- Lunch/recess/after school detention
- In-school suspension
- Restitution through Restorative Practices Circle, impromptu or formal conference
- Saturday school

Tier 3 – Intensive Interventions/Consequences

- Advanced support resource: **www.pbisworld.com**
- Referral for support from student support team/MTSS school process
- Referral to School Based Therapy or community mental health services
- Referral to Student Assistance Program (SAP)
- Interagency Team Meeting with school, parent/guardian, behavioral health providers, and/or Child and Youth Agency
- Community service or in-school service (assisting custodial staff)
- Parent/Guardian supervision
- Loss of privileges
- Mini-course on topics such as conflict resolution, anger management, appropriate behavior

Building Discipline Committee

Function & Composition

The primary function of the Building Discipline Committee (BDC) will be to review persistent discipline cases within the building and make an attempt to coordinate the resources of the school community and parent/guardian in the resolution of the problem and restore harm. This committee may consist of a building administrator, coordinator of school climate, school social worker, school counselor, teachers, the student's parent/guardian, and other appropriate representatives. BDC meetings must precede an Alternative Education Placement Review.

Procedure

The building administrator convenes the meeting. The administrator/designee will contact the parent/guardian and appropriate committee members regarding the purpose, time, and place of the meeting. If the parent/guardian choose not to attend the meeting after proper notification, the committee should convene and take appropriate action. In situations where a committee consensus cannot be achieved, the principal will make the final decision. Parent/Guardian will be notified by letter of the action taken by the committee.

Reason for Referral

Students are referred for violations of the Standards and Expectations of Behavior and of the law.

Consequences of Misconduct

The Building Discipline Committee may make several recommendations following the review of each student's case. The recommendations may include, but are not limited to, the following actions:

1. A change in the student's class schedule or placement;
2. School Based Therapy;
3. Exclusion from interscholastic or extra-curricular activities;
4. Referral to the MTSS/Advanced Tiers team;
5. Referral to community agency;

6. Referral to the Judiciary Committee (All students receiving special education services must be referred to an Administrative Review Committee Hearing prior to a Judiciary Committee Hearing and a Manifestation Determination must occur before an Administrative Review/Judiciary Hearing);
7. Other recommendations at the discretion of the Building Discipline Committee.

Student Services Review Hearing

The primary function of the Student Services Review Committee is to review cases of REGULAR EDUCATION STUDENTS who have violated the Standards and Expectations of Behavior for Students.

The committee meets at the request of the building administrator, to make sure all building and community resources have been explored, on behalf of the student, prior to consideration of an alternative placement.

This committee, appointed by the Superintendent/designee, will consist of the Assistant Director of School Climate (chairperson), a District level Special Education representative and a District level Student Services Department representative.

Procedure

The principal requesting the Student Services Review will submit in writing to the Assistant Director of School Climate, a request for a Student Services Review meeting, stating the specific reasons and a detailed report from the Building Discipline Committee Meeting. Assistant Director of School Climate will inform the requesting principal of the scheduled date and time of the review and contact the Student Services' Committee members. The Assistant Director of School Climate will send the scheduled time and place of the meeting. Case studies (one copy) shall be prepared and emailed to the Assistant Director of School Climate and Services's secretary.

Consequences of Misconduct

1. Return to school on probation with conditions.
 - Any offense requiring out-of-school suspension will be reviewed and could result in an alternative school placement.
2. Return to school with modified program.
3. Referral to community service agencies.
4. Referral to community legal agencies.

Disruptive student

A student who poses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment or whose behavior materially interferes with the learning of other students or disrupts the overall educational process.

District level hearing requests must meet the following criteria:

Reason for Referral

Students enrolled in this program must be considered disruptive as Defined by Act 30 of 1997, § 19-1901-C (5). Identify and provide documentation (such as suspension documents) that applies to each behavior resulting in the referral. **By law, Districts may refer students in grades 6–12 to AEDY programs only if, at the time of the recommended transfer, they demonstrate, to a marked degree, any of the following conditions:**

1. Disregard for school authority, including persistent violation of school policies and rules.
2. Display of or use of controlled substances on school property or during school-affiliated activities. (*Based on Board Policy #227*)
3. Violent or threatening behavior on school property or during school-affiliated activities.
4. Possession of a weapon on school property, as defined under 18 Pa. C.S. § 912 (relating to possession of weapon on school property).
5. Commission of a criminal act on school property or during school-affiliated activities.

6. Misconduct that would merit suspension or expulsion under school policy.

Alternative Education Placement Review Committee

Function & Composition

The primary function of the Alternative Education Placement Review Committee is to assess whether a student's behavior meets the criteria for placement to the district's AEDY program. This committee meets at the request of the building principal to review student cases and ensure that all district and community resources have been explored on the student's behalf before considering an AEDY placement. This committee, appointed by the Assistant Superintendent of Student Services or designee, will consist of the Assistant Director of School Climate, one (1) principal, assistant principal or dean, school counselor, and school social worker. If necessary, a representative from the Alternative Education School (AES) will serve on the committee.

Copies of the letter explaining the consequences must be sent to the parent/guardian, building principal, the Executive Director of Student Services, and the chairperson of the Judicial Committee.

An Alternative Education Placement Review Committee will not be conducted for special education students unless there has been a prior determination that the student's alleged misconduct was not a manifestation of the student's exceptionality.

Procedure

The principal requesting the Alternative Education Placement Review will submit, in writing to the Assistant Director of School Climate, a request for an Alternative Education Placement Review, stating the specific reasons for the review and a brief, but specific, summary of the rehabilitative attempts which were made. The Assistant Director of School Climate will inform the requesting principal of the scheduled date and time of the review and contact the Administrative Review Committee members. The Assistant Director of School Climate will send a letter to the parent/ guardian of the student, indicating the reasons for the hearing, and the scheduled time and place of the meeting.

Copies of this letter should be forwarded to the Assistant Director of School Climate and staff members and/or agency personnel who are expected to attend. Case studies (one copy) shall be prepared, at the direction of the principal, and forwarded to the Hearing Officer, prior to the review date. The case studies and all relevant special education paperwork must be delivered in advance.

Consequences of Misconduct

The Alternative Education Placement Review Committee may make several recommendations following the review of each student's case. The recommendations may include, but are not limited to, one or more of the following consequences:

1. Return to school on probation with conditions (any major behavior requiring an OSS);
2. Assignment to an alternative education program;
3. Referral to the Judiciary Committee for expulsion.

Judiciary Hearing

Function & Composition

A Judiciary Hearing is held to determine whether a student should be expelled from school. The Board of School Directors ("Board") delegates the role of conducting any hearing regarding a student's potential expulsion from school to a Hearing Officer. The Hearing Officer is annually appointed by the Board through formal action at its May meeting and is tasked with conducting any student expulsion hearings. The Hearing Officer reviews the charges and background information which the principal/designee presents to substantiate the recommendation for expulsion and also reviews information presented by the student, parent/guardian(s), and/or counsel.

Procedures

The building administrator will submit, in writing to the Assistant Director of School Climate, a request for a Judiciary Committee hearing, stating the specific charges made against the student, a brief summary of rehabilitative attempts, and the recommendation for expulsion. If the case is accepted for a hearing, the Assistant Director's office will notify,

in writing, the parent/guardian, the Committee Members, the building administrator, and agency personnel of the scheduled time and place of the hearing. The parent/guardian will be informed of the specific reasons for the hearing and the recommendation which has been made by the school administration.

The building administrator, committee members, or parent/guardian may request the attendance of any staff member (or persons) at the hearing that can provide significant information which would assist in making a decision. Persons, other than those involved with the case, may be present, only with permission of the parent/guardian, and the Hearing Officer. After a Judiciary Hearing, the Hearing Officer is responsible for making a recommendation to the School Board as to the disposition of the student's discipline. The School Board will make a final decision regarding the Hearing Officer's recommendation concerning any student's expulsion from school.

Waiver

If a matter is referred for possible expulsion to the Judiciary Committee, then at the discretion of the Superintendent or designee, the parents/guardians may be approached about the opportunity to voluntarily enter into a waiver agreement, through which the parents/guardians and student can agree to forego the need for a due process hearing concerning the student's alleged misconduct, and to accept the recommended consequences identified in the waiver agreement. All waiver agreements must be approved by the School Board. Should the School Board not approve a signed waiver agreement, the student will receive a due process hearing before the Judiciary Committee.

Reasons for Referral

A building administrator may recommend the expulsion of a student whose action(s) or behavior(s) were so disruptive or so serious that the Assistant Director of School Climate, in consultation with the Assistant Superintendent of Student Services or designee agreed that a Judiciary Committee Hearing is necessary.

Reasons for expulsion may include, but are not limited to, the following behaviors:

1. Carrying or using weapons or dangerous

instruments while on school premises or on the way to or from school or while attending school sponsored activities;

2. Possessing or igniting explosives or incendiaries of any type on school premises or in any area where school activities are being held;
3. Dispensing, furnishing, or selling any narcotic, hallucinogenic, or dangerous drugs (including alcohol);
4. Tampering with fire fighting equipment or emergency alarm system or starting a fire on school premises;
5. Participating in terroristic threats;
6. Extorting money or other property and/or;
7. Intimidating or assaulting a teacher, fellow student, or District employee. Only the most severe cases warranting expulsion will be referred to the Judiciary Committee.

Recommendation

Following a Judiciary Committee Hearing, the Hearing Officer may expel the student from school for not less than one calendar year. This recommendation must be approved by the School Board of Directors.

Expelled Students

Expulsion is an exclusion from school by the Board of Education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under State Board Regulation 12.8 (relating to hearings).

Students who are less than 18 years of age are still subject to the compulsory school attendance law even though expelled and they must be provided "some provision" of education.

In most cases, the expelled student will immediately be assigned to the district's qualified Alternative Education for Disruptive Youth Program (AEDY). If the district's Alternative Program is not provided as an option, the initial responsibility for providing the required education rests with the student's

parent/guardian. Parent/Guardian who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided, the district shall contact the parent/guardian and make provisions for the student's education.

If the approved educational program is not complied with, the School District may take action in accordance with Chapter 63 of the Juvenile Act (42 pa. C.S. §6301-6308), to ensure that the child will receive a proper education.



Section 6

Guidelines for Students Receiving Special Services

*There is no such thing
as failure. Failure is just
life trying to move us in
another direction.*

–Oprah Winfrey



GUIDELINES FOR STUDENTS RECEIVING SPECIAL SERVICES

Prior to considering an out-of-school or in-school suspension as a consequence for a student receiving special education services, the building level Student Services Team will provide a variety of interventions, supports, accommodations, and strategies as reflected in IEP revisions. Prior to assigning a suspension, the building administration **must** also collaborate with the Special Education Administrator to determine the following:

1. Determine how many total removal days the student has accumulated.
2. Review IEP revisions made
3. Disability category
4. Review of the IEP/PBSP to ensure the student is receiving a Free and Appropriate Public Education

For Students with an Intellectual Disability

When considering an out-of-school or in-school suspension for a student with an Intellectual Disability, a Special Education Administrator (Program Manager and/or Director) **must** be contacted to facilitate the process and to ensure the appropriate procedures are followed.

Under State and Federal Special Education regulations, a suspension of a student with an intellectual disability constitutes a change in placement. This includes both in-school and out-of-school suspension, and transportation suspension or expulsion.

A student with an intellectual disability cannot be suspended unless all of the steps below are followed **prior to the removal**:

1. A copy of the Procedural Safeguard Notice booklet issued to parent/guardian
2. A completion of a manifestation determination meeting whereas the conduct in question was found not to be a manifestation of the student's disability.

3. A Notice of Recommended Educational Placement (NOREP) issued to parent/guardian prior to suspension. The NOREP must state the date(s) and reason for the suspension. The parent must agree on the NOREP to the suspension.
4. The Director of Special Education or department designee reviews all required paperwork and approves of the removal prior to removal occurring.

If the parent/guardian approves of the suspension and signs the NOREP, the team may proceed with the suspension.

If the parent/guardian refuses to sign or checks the disapproval box on the NOREP, the Principal contacts the Special Education Department, which will request approval of the suspension from the Office for Dispute Resolution (ODR). If approval is obtained from a hearing officer at ODR, the suspension may be implemented.

For Students with Disabilities Other than an Intellectual Disability

The Individuals with Disabilities Education Act (IDEA) provides guidelines for school officials for discipline and/or change of placement of students with disabilities.

A change of placement is defined as:

- a. The removal of a student for 10 consecutive school days.
- b. A series of removals that constitute a pattern or accumulation of up to 15 school days in a school year.

If the child has committed a violation of school rules that would result in a suspension from school, and if all regular disciplinary procedures have been followed, the student may be suspended **for not more than 10 consecutive school days**. If circumstances warrant, the IEP Team may meet to determine if a functional behavioral assessment would be appropriate.

According to law, If the suspension will be **for more than 10 consecutive school days**, or results in the student **being suspended for a total of at least 15 school days, or if the suspension exhibits a pattern** of such removals, then the following must occur:

1. Within 3 school days of the date on which the decision to impose discipline is made, the IEP Team will meet for a “manifestation determination,” to determine if there is a relationship between the child’s disability and the behavior subject to the disciplinary action.
2. The team will hold a Manifestation Determination meeting within 10 school days.

However, it is the district’s practice that **any student receiving special education services who reaches a total of 10 removals (ISS/OSS) during a school year requires a manifestation determination meeting when considering all additional removals.**

Manifestation Determination (See page 38)

A manifestation determination is required by IDEA when considering the exclusion of a student with a disability from school that constitutes a change of placement. The purpose of the manifestation determination is to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or if the conduct in question was the direct result of the LEA’s failure to implement the IEP. The team will determine if a Functional Behavior Assessment is needed to develop a behavior intervention plan if one doesn’t already exist.

If a plan does exist, the Manifestation Determination Review (MDR) Team will review the existing behavior intervention plan for appropriateness and determine if modifications are needed

Consequences/Discipline for a behavior that is a manifestation of a student’s disability is an aversive technique. Therefore, the team must immediately take steps to remedy any and all deficiencies found in the student’s IEP or its implementation.

The law formalizes the long-held position of the U.S. Department of Education, Office of Special Education, Office of Special Education Programs (“OSEP”) that schools remain obligated to provide special education to students who are “suspended or expelled.”

If the violation for which suspension or expulsion is sought consists of the possession of a “weapon,” the knowing possession, sale, or solicitation of a “controlled substance” or the infliction of serious bodily injury upon another person the child may be placed unilaterally in an interim alternative placement for the same period that a non-disabled student would be excluded from school for the same offense or for 45 school days, whichever is less, provided that:

1. All of the requirements described above for suspensions that result in a change of placement are met.
2. The IEP team develops an IEP for the alternative placement that:
 - enables the child to participate in the general curriculum, although in another setting; and
 - enables the child to continue to receive the services described in the current IEP; and
 - after 45 school days, the child is returned to the last placement prior to the interim alternative placement, pending the resolution of any disputes concerning the results of the manifestation determination or the permanent program and placement recommendation of the school.

A special education student can be transferred to an alternative education program for up to 45 days if the student brings a gun, a pocket knife with a blade longer than 2½ inches, or another weapon to school; buys, or sells illegal drugs at school; or does serious bodily harm to another student or staff member. Any decision to transfer a student must be made by the Individualized Education Program (IEP) Team. However, while the decision is being made,

the placement can occur with the approval from the Director of Special Education and Gifted Services.

For Gifted Students

Students ONLY identified as gifted are *not* included under IDEA regulations, according to PA Chapter 16 regulations. Discipline for gifted students is the same as discipline for students in regular education, unless the child is dually identified with a disability category under Chapter 14 regulations.

For Students with 504 Service Agreements

(Based on Board Policy #103.1)

A manifestation determination must be conducted when considering an exclusion from school that constitutes a change of placement for a student with a disability. The 504 team should decide if the behavior that is subject to disciplinary action is related to the student's disability (i.e., a manifestation of the student's disability).

The 504 team should address the following statements:

- The conduct in question was caused by the student's disability or had a direct and substantial relationship to the student's disability.
- The conduct in question was the direct result of the LEA's failure to implement the 504 Service Agreement.

If the determination of the 504 team is "Yes" to either one of the statements listed above, the behavior must be considered a manifestation of the student's disability. The 504 team must take steps to review and/or revise the 504 plan to address the needs of the child.

If the determination of the 504 team is "No" to both of the statements listed above, the behavioral incident is not a manifestation of the student's disability. The student may then be disciplined in a manner similar to that of their peers without disabilities.



GLOSSARY OF TERMS

Alternative Education for Disruption Youth (AEDY):

Buehrle Academy, a Specialized Education Services, Inc. (SESI) managed school, is a full-day program that serves students in grades 6 through 12, who have experienced behavioral issues at their home school. Buehrle combines an academic program based on the School District of Lancaster's curriculum with a restorative practices program to successfully transition students back to their (original, home, sending) school. Buehrle utilizes individualized behavior plans which focus on the reasons for each student's referral to AEDY. Each student is reviewed every 45 days to monitor their progress and ability to return to their home school. Once behavioral goals are met, a transition meeting is held to coordinate a return to the appropriate school. Students who have been expelled by the School District, will have a transition meeting at the end of the expulsion period. Parent/Guardian and students are expected to attend orientation before starting the program.

Bullying/Cyber Bullying:

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a

school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment or substantially disrupting the orderly operation of the school.

One essential prerequisite, which distinguishes bullying from conflict, is the perception (by the bully or by others) of an imbalance of physical or social power. Students who believe they or others have been bullied, are encouraged to promptly report such incidents to any School District employee or submit a Safe2Say, an anonymous tip.

Cheating:

To misrepresent academic performance as one's own by taking answers or work from another individual.

Chronic Absenteeism:

Missing 10% or more of school days in a year which translates to 18 days or more in a 180 day school year, encompassing excused and unexcused school days.

Community Service:

Work provided in a building, on grounds, or other services provided by the student to the school or to the community at large (Parent/Guardian permission required).

Compulsory School Age:

The period of a child's life from the time the child's parent/guardian elect to have the child enter school, and which shall be no later than six years of age until the child reaches eighteen years of age or holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Controlled Substance:

This includes but is not limited to look-alike drugs, alcoholic beverages, steroids, drug paraphernalia, inhalants, prescription or over-the-counter medications, except those in compliance with board policy 210.

Dangerous Weapon (IDEA):

Any item that is used for, or is readily capable of, causing death or serious bodily injury, but NOT a knife with a blade of less than 2 ½ inches. *Note: This definition is both broader than the definition used in Pennsylvania law governing the discipline of non-disabled students, and in its exclusion of small knives, narrower than Federal law. Federal law governs to the extent that it affords more protection to the child.*

Detention:

Detention is designated time assigned to students by administration or teachers for various infractions. When the assignment is made, the reason for the detention must be explained to the student, cooperation from parent/guardian will be solicited, and parent/guardian will be informed of the consequences if detention is not served.

Disorderly Conduct:

When an individual makes loud and rowdy noise in the vicinity of the school or at school functions, causing unreasonable disturbance or distress to others; or when an individual without authority or justification obstructs school premises; or any access to the school with the intent to prevent or hinder its lawful use by others.

Due Process Hearing:

Students are given an opportunity to present their account of an incident prior to being suspended or given disciplinary consequences for an alleged misconduct.

1. For suspensions up to three days, a student must be informed of the reason for the suspension, and given the opportunity to meet with the building administrator or designee to respond.
2. When the suspension exceeds three school days an informal hearing is provided and includes the following requirements:
 - a. notification of the reasons for suspension are given in writing to the parent/guardian and to the student;
 - b. the student has the right to question witnesses present and produce witnesses;
 - c. the District should offer to hold the hearing within the first five days of suspension.
3. In cases of expulsion, a formal hearing is required. The hearing is to be held before the Judiciary Committee of the School Board. The Due Process requirements for such hearings are detailed in Section 12.8 of State Board Regulations.

Expulsion:

Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student shall be expelled without an opportunity for a Judiciary Hearing before a board appointed hearing officer.

After a Judiciary Hearing, the Hearing Officer is responsible for making a recommendation to the Board as to the disposition of the student's discipline. The Board will make a final decision regarding the Hearing Officer's recommendation concerning any student's expulsion from schoolBoard. See Policy 218.

A student under eighteen (18) years of age who is expelled is not excused from compliance with the compulsory attendance statute.

In most cases, the expelled student will immediately be assigned to the district's qualified Alternative Education for Disruptive Youth Program (AEDY). If the district's Alternative Program is not provided as an option, the initial responsibility for providing the required education rests with the student's parent/guardian. Parent/Guardian who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided, the district shall contact the parent/guardian and make provisions for the student's education.

Habitual Truancy:

A child subject to compulsory school laws having six or more school days of unexcused absence during the current school year.

Hazing:

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

5. Endure brutality of a sexual nature.

6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether the consent of the student was sought or obtained, or the conduct was sanctioned or approved by the school or organization. Students who believe they, or others, have been subject to hazing should promptly report the incident to any District employee.

In-School Suspension:

In-school suspension is a consequence schools use based on school violations whereby students are supervised for a period of time in a structured setting. Students work on classroom assignments as specified by classroom teachers or as defined by their IEP (Individual Educational Program). Students must be informed of the reasons for the suspension and given an opportunity to respond. ISS cannot exceed 10 consecutive days and has to be documented. Document in attendance and in the referral disposition. Parents are to be notified of the reasons for suspension and the length of assigned time.

Gang Activity:

Any activity of 3 or more persons who intimidates, harasses, causes disruption, damages, or destroys property, engages in criminal or other illegal activity, and displays colors or dresses with symbols and patrols a specific "territory."

Judiciary Hearing Referral (Direct):

Judicial referrals (direct) is a mode of action for referring extremely serious offenses to the Judiciary Committee. These violations may include but are not limited to: weapon violations, use of explosives, distribution or other serious substance abuse offenses, tampering with fire extinguishers on school premises, bomb threats, extortion of money or other property, intimidating or assaulting another, spraying mace, or other chemicals on school property or at a school sponsored activities.

Lawful Absence:

Lawful/excused absences are when a student is prevented from attendance in school for mental, physical, or other urgent reasons. Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and attendance at legal or court proceedings are considered lawful absences.

Look-alike Drug:

A look-alike drug shall include any pill, capsule, tablet, powder, plant matter and other item or substance that is designed or intended to resemble a controlled substance, or is used in a manner likely to induce others to believe the material is a controlled substance.

Manifestation Determination:

A mandated process to determine if the behavior in question was caused by the child's disability or had a direct and substantial relationship to the child's disability and/or the conduct in question was the direct result of the LEA's failure to implement the IEP.

Multi-Tiered System of Support:

A tiered approach to provide instruction and interventions for students struggling behaviorally or academically. Tier I addresses all students through core instruction and school-wide practices. Tier II interventions may include small group instruction with specific focus on identified skill deficits. Tier III interventions are individualized to meet the needs of each student and are the most time intensive interventions.

Out-of-School Suspension:

Out-of-school suspension (OSS) is a process by which students are excluded from the learning environment for a specific period of time.

Suspensions are legal excused absences, which permit students to make up missed school work. Suspensions should not exceed 10 consecutive days without School Board approval. Document in attendance and in the referral disposition. Students and parents/guardians are to be notified immediately of

the reason for the suspension and should be documented.

Parent(s)/Guardian:

The term parent in this publication refers to parents/guardians who have legal and educational responsibilities for the guidance and supervision of children/students attending the School District of Lancaster.

Plagiarism:

Plagiarism includes copying the language, structure, idea, and/or thought of another and representing it as one's own original work.

Replica of a Weapon (Look-Alike):

The term replica of a weapon (look-alike) refers to any item that resembles a real weapon that is possessed or used to intimidate, create apprehension, or threaten another person, even if the item is not capable of causing serious bodily injury. Any student who possesses a replica weapon (look-alike) shall be subject to disciplinary action.

School Grounds:

Any property owned or utilized by the School District of Lancaster or by any contractor of the School District.

School Resource Security/Officer (SRO):

A police officer employed by a law enforcement agency who works within a school to support the students, faculty, and administration. Supports provided by the SRO include reducing criminal activity by recommending physical changes to the school. The SRO also provides training to students in conflict resolution and restorative justice, expands community justice initiatives for students, and addresses crime, gang, and violence issues.

Serious Bodily Injury:

Injury that creates a substantial risk of death or which causes serious, permanent disfigurement, or loss or impairment of the function of any bodily member or organ.

Sexual Harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. This behavior is from one student to another, from one staff person to another, from a staff member to a student, and/or a student to a staff member or any person on school property.

Student Assistance Program:

The Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. SAP team members (a minimum of four team members per building from any or all of the following groups: administration, teacher, counselor, psychologist, social worker, or nurse) are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent.

When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment, but they may refer for a screening or an assessment for treatment.

Theft:

Theft (also known as stealing) is, in general, the wrongful taking of someone else's property without that person's willful consent with the intent to deprive them of the property. In law, it is usually the broadest term for a crime against property. It is a general term that encompasses offenses such as burglary, embezzlement, larceny, looting, robbery, and shoplifting.

Threat:

Conveying by physical gestures, on written notes or by electronic devices, or verbal comments with the intent to cause bodily injury.

Trespass:

Entering into or remaining upon property without permission.

Truant:

A child subject to compulsory school laws having three or more school days of unexcused absence during the current school year.

Vandalism:

Any malicious attempt to harm or destroy equipment, data, websites and/or other networks. This includes but is not limited to physical damage.

Waiver:

After a determination that a student has committed an expellable offense, and with full knowledge of their rights, the student and the student's parents may waive their right to a formal Judiciary hearing, and accept the consequences described on the District's waiver form. The student and the student's parents further waive their right to contest the consequences and this agreement by appeal or legal proceeding in any court.

Weapon:

The term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.



**School District
of Lancaster**

Together We Can!