



Northern York County School District

Code of Student Conduct

Adopted August 15, 2013

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STATUTORY AUTHORITY

Public schools are governed by the complex interaction of the U.S. and Pennsylvania Constitutions, federal statutes and regulations, the statutes of the General Assembly of the Commonwealth of Pennsylvania, the regulations of the State Board of Education, adopted policies of the board of school directors, and court decisions. The Board of School Directors of the Northern York County School District has adopted policies that relate to its expectations regarding school climate and pupil conduct. Copies of these policies are available in the district office, school offices, and libraries, and on the district website at <http://www.northernpolarbears.com>. Administrative authority at the district and building levels flows from these laws and policies. The general authority of school officials governing student conduct can be found in Section 510 of the School Code that reads in part:

"The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school."

This general authority is extended to administrators and teachers in Section 1317 of the PA School Code. This section gives school personnel in loco parentis (in the place of a parent/guardian) status and reads:

"Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

This broad authority is limited by the constitutional rights of students, court decisions, and the regulations of the State Board of Education. Suspension and expulsion of students, the most serious penalties for misbehavior, are also authorized by statute. Section 1318 of the statute provides:

"Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the board of school directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board, or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board."

The length of exclusion from school and the nature of the hearings required are outlined in Sections 12.6 and 12.8 of the State Board regulations.

This publication meets the federal requirements of No Child Left Behind (NCLB), Section 4114 (7)(e) by establishing a code of student conduct that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that –

- allows a teacher to communicate effectively with all students in the class;
- allows all students in the class to learn;
- has consequences that are fair and developmentally appropriate;
- considers the student and the circumstances of the situation; and
- is enforced accordingly.

This Code of Student Conduct also meets the legal requirements of Section 12.3(c) of the Pennsylvania Code, which requires that the District adopt these provisions and distribute copies to both students and parents/guardians. Additionally, it meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative.

PHILOSOPHY

The Northern York County Board of Education adopted policies relating to the rights and responsibilities of students. In order to communicate this information, Student Code of Conduct was developed. Included in this manual is a summary of all phases of the district program as it pertains to students' rights and responsibilities.

All students enrolled in the Northern York County School District are expected to conduct themselves in accordance with the rules of the school district and the individual schools. Such rules require proper conduct, regular attendance, adherence to the district dress code policy, good relations with peers, and respect for those in authority. It is expected that parents and guardians will cooperate with school authorities in helping students maintain such conduct.

Student Rights and Responsibilities

Each individual student in the Northern York County School District is granted certain rights under the legal system. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. These rights are clearly stated in the Pennsylvania School Code, Title 22, Chapter 12, Section 12.1, 12.4 and 12.9, which is available online at www.pacode.com.

As indicated in the School Code, Title 22, Chapter 12, Section 12.2, students do have certain responsibilities including regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students should share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.

Rights of the Board of Education (Policy #002)

Section 12.3, Chapter 12, Title 22 of the Pennsylvania School Code provides the Board of Education with the following authority as it pertains to student discipline:

The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it used a rational means of accomplishing some legitimate school purpose.

Each board of school directors shall adopt a code of student conduct, which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be made available to students and parents through inclusion in student handbooks, and/or through a separate distribution at the beginning of the year. Copies of the code shall also be available in each school library and posted on the District website (www.northernpolarbears.com).

A need for specific district wide school board policies always exists in a public school setting. Established school board policies in certain areas are reprinted so that a greater understanding to all students, parents, teachers and interested parties can be achieved.

ATTENDANCE: ABSENCE AND TRUANCY (Policy #204)

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session. Regular attendance is necessary to ensure the continuity of the educational process, and to ensure that students are able to take full advantage of the educational opportunities offered to them.

Excused absences result from illnesses, family emergencies, recovery from accident, death in family, prearranged medical appointments, authorized school activities and approved prearranged travel. District policy states that parent excuses will be accepted with limitations; the accumulative limit of parental excuses is 10 days per school year. Any absence beyond ten (10) cumulative parent excused days will require an excuse from a licensed physician. Students will be required to complete any/all work missed, due to absence, at the convenience of the instructor.

Prearranged absences for purposes of accompanying parents on educational trips are permitted, upon receipt of a written request from parents. These forms are available in the school office. Forms should be submitted to the school for teacher and principal's approval at least one (1) week prior to the trip. Students are permitted to take two (2) prearranged absences per school year, not to exceed a total of ten (10) school days. Trips may not be taken during the first two (2) weeks of the school term, during the last two (2) weeks of the school term, or during any state assessment window. The Principal may grant special permission for trips not in compliance with these dates.

Absences from school for all other reasons than those noted above are to be classified as truant/unlawful.

Unexcused absences result from an absence from school with parent's consent, for reasons other than those considered excusable (noted above) and/or leaving school during school hours without office permission. Additionally, an absence shall be treated as unexcused until the school receives an acceptable written excuse explaining the absence. This must be submitted within three (3) days of the absence.

Note: The unexcused absence will become unlawful if an acceptable written excuse is not provided within three (3) days of the absence.

Unlawful absences result from absences without any acceptable written documentation. **All written excuses for absences (medical and/or parent excuses) must be handed to the Attendance Secretary within three days of the absence or the days of absence will be recorded as unlawful. Three (3) unlawful absences will result in a referral to the District Truancy Officer and the completion of a Truancy Elimination Plan.**

From that point forward, any additional unexcused absences will be **unlawful**, and will subject the parents/guardians and/or student to prosecution under the Compulsory Attendance Laws of Pennsylvania School Code.

It is important to note, a student may not participate in after school or evening activities unless he/she is in school the day of the activity. This restriction may be waived by the building principal due to extenuating circumstances.

Habitual tardiness (6 times or more) will not be tolerated and will result in a parental conference. Habitual truant and tardy students will be investigated and referred to York County Children and Youth on a case-by-case basis. In addition, a meeting will take place with the student, parents/guardian, attendance officer, guidance counselor, and administrator to review the truancy elimination plan. Repeated absences for reasons other than those defined as excused may warrant the student's suspension or expulsion from the regular school program and may be placed in alternative education services.

Excuse Blanks For Absences: An excuse book with twenty (20) excuses is provided for each child. Both portions of the blank are to be completed. Please forward the larger portion to the school with your child and retain the stub. In this manner, a complete record of absence is maintained. In the event that the excuse blanks are exhausted, please contact the office of your child's school for a new booklet. **Note:** All schools will accept written excuse notes other than the district form.

Tardiness results from any unexcused lateness to school. The following time schedule will be used to record absences from school at the high school, middle school or elementary schools.

High School

7:40 am - 8:59 am	tardy or no charge (admit)
9:00 am - 11:00 am	1/2 day excused or unexcused
11:01 am - 2:40 pm	1 day excused or unexcused

Middle School

7:40 am - 8:59 am	tardy or no charge (admit)
9:00 am - 11:00 am	1/2 day excused or unexcused
11:01 pm - 2:40 pm	1 day excused or unexcused

Dillsburg, Northern, South Mountain & Wellsville Elementary

9:00 am - 10:00 am	tardy or no charge (admit)
10:01 am - 12:15 pm	1/2 day excused or unexcused
12:16 pm - 3:40 pm	1 day excused or unexcused

Early dismissal from school, in the case of emergencies and with parental permission, will be recorded in the following manner:

- up to 1 hour - no charge
- 1 hr. to 3 hrs. 15 minutes - 1/2 day absence
- 3 hrs. 16 minutes and beyond - 1 day absence

To validate the early dismissal for medical appointments (doctor, dentist, etc), a medical excuse (appointment card) must accompany the student upon return to school, within three (3) days of the absence. **Reminder:** Any absence beyond ten (10) cumulative parent excused days will require an excuse from a licensed physician.

STUDENT ISSUES

Student Dress Policy (Policy #221)

Students at the Northern York County School District will dress in a neat, clean manner. School clothing must fit well and be appropriate for school activities. Extremes in clothing will be discouraged.

Discretion may be used based upon student age level and specific circumstances.

Administrative Interpretation:

- Transparent or immodest clothing, any indecent exposure will not be permitted.
- Tank tops, tube tops, T and spaghetti strap tops, short shrink tops, halter tops, sports bras, low-cut blouses front and/or back, muscle shirts are not permitted. No midriff may be showing and students' shoulders should be covered.
- Skirts, shorts and dresses must be of an appropriate length (mid-thigh or fingertips, whichever is longer, will be deemed appropriate).
- No hats, baseball caps, sunglasses, visors, bandanas, or headaddress of any type or kind may be worn without administrative approval.
- A form of foot apparel must be worn at all times with standard styles of shoes recommended. Clogs, sandals, and platform shoes are discouraged at the elementary level due to the potential for injury during recess.
- Flip-flops, shower shoes, beach/pool footwear, and wheelies are strongly discouraged.
- Any clothing that presents a safety hazard or interferes with the educational process will not be permitted. Certain areas of the school program, such as shop and physical education, have enforced special clothing regulations.
- Undergarments should not be visible at any time.
- Clothing or other personal belongings displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendoes, gang related behavior, lewd or illegal behavior or is derogatory to any racial, religious, disabled, age, gender, or ethnic group are not permitted.
- Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wristbands, studded bracelets or extra length belts) will not be considered acceptable in school.
- Students may wear shorts throughout the school year except for the following:
 - a. No shorts less than mid-thigh length
 - b. No boxers, tights, and spandex attire
- Pants should be worn at waist level.

Students dressed in a manner considered inappropriate may be sent home or asked to change. Absence from class for this reason is considered unexcused.

Telephone Pagers/Cellular Phones (Policy #237)

Act 103 of the General Assembly of Pennsylvania, prohibits students from possession of telephone pagers, commonly referred to as beepers, on school grounds, at school sponsored activities, and on buses or other vehicles provided by the school district.

The prohibition shall not apply in the following cases: [1] to students who are members of a volunteer fire company, ambulance or rescue squad, provided that the school principal has been properly informed in writing from the president, or other appropriate officers of the volunteer organization, that the student is an active member of that organization. Proper written notification is required at the beginning of each school year. [2] A student who has need for a telephone pager due to the medical condition of an immediate family member provided that the school principal has been properly informed in writing from the attending physician as to the need for the student to be paged.

While students are permitted to have cellular phones, they should **not** be used during school hours without the permission of the principal or assistant principal.

Cell phones, smart phones, blackberries, or other telephone devices shall be confiscated upon violation of this section and may be subject to search. Other electronics such as hand held games, etc. should not be used without approval of the teacher. The District will not be responsible for lost or stolen devices. Students refusing to relinquish their cell phone on the first infraction will result in a one day ISS; 2nd infraction – 2 days ISS; 3rd infraction – 3 days ISS; etc. Students who violate cell phone policy may NOT remove anything from the phone.

Sexting or any form of harassment utilizing an electronic device is prohibited.

Unlawful Harassment (Policy #248)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Students will be expected to express themselves and resolve conflict appropriately. Students who choose to ignore this direction and engage in inappropriate expressions of feelings such as verbal or physical harassment of others, will be subject to disciplinary action. Students should not retaliate physically or verbally. They should use pro-social strategies or report the infraction of others to a school employee.

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

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, nation origin/ethnicity, gender, age, disability, religion, or other protected classes when such conduct:

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

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

Sexual Harassment (Policy #248)

It is the policy of the Northern York County School district to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee, student, or approved volunteer, to harass an employee, student, approved volunteer, or visitor through conduct or communication of a sexual nature as defined below. The Northern York County School District recognizes that sexual harassment is a form of discrimination, which is prohibited by law and violates the standards of the District.

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

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

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-up calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Bullying, Intimidation, or Extortion (Policy #249)

The Northern York County School District will not tolerate actions by students which could fall under the classification of bullying, intimidation, or extortion. 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:

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

Bullying, as defined in school policy, includes cyberbullying.

Students who have been bullied should promptly report such incidents to the building principal or designee. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

The highest level of discipline could be imposed if the misbehavior were of a persistent nature or if a single incident were sufficiently serious. Students must be taught that the individual rights of other students will be safeguarded.

Tobacco (Policy #222)

Tobacco use includes use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product; and smokeless tobacco in any form. Such use and/or possession is prohibited by students, at any time, in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district. This includes use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco as noted above. A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication for the first offense. For a second offense, the district will initiate prosecution and suspend the offending student for three (3) days. A five (5) day suspension and prosecution shall be used for a third offense. Any cases involving additional violations in one year will be subject to review by the Board.

Possession of Weapon on School Property (Policy #218.1)

"Weapon" for purposes of this section shall include but not be 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.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

As noted, the Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

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

Controlled Substance (Policy #227)

Possessing, using, delivering or selling alcohol, anabolic steroids, or any controlled substance within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act or a non-controlled substance that has a stimulant or depressant effect on humans which, or the label or container of which, substantially resembles a specific controlled substance on school property (buildings, grounds, buses) or on school trips or activities before, during or after regular school hours is a serious violation of the rules and regulations of the Northern York County School District.

Students shall be deemed to be under the influence if there is evidence of his/her recent use of alcohol or a controlled substance as exhibited by slurred speech and/or staggered walking (not walking straight). School administrators and teachers may act “in loco parentis” and establish reasonable rules and regulations to protect any and all students enrolled in the public schools from the acts of one or several of the membership.

Recognizing that trafficking in controlled substances is a real and present danger to young people the Board of School Directors, with the advice of the Student Assistance Team, implements the following program to assist school personnel in the detection of Controlled Substances on or within school property. The detection program is under the control and supervision of the district superintendent and his designee, the building principal. It may include but not be restricted to the following procedures:

- Detection as a result of information received from other students, teachers, citizens of the community that controlled substances are present or located within the building or on the person of a particular student or students.
- Detection as a result of a general inspection of school premises by the superintendent, or his designee, which at the time may include the utilization of a trained dog to assist with the inspection. The dog, when utilized, will be under the control of school police as provided by Section 510.1 of The School Code. If as a result of the inspection controlled substances are detected, the superintendent or his designee will conduct a follow-up investigation.

Guidelines for use of a trained dog:

A dog would not be utilized when an immediate danger to any student would exist.

The dog would be utilized on all school district property. When a controlled substance is detected through the utilization of the trained dog, the administration will utilize the following procedure:

- A. A summary of procedures utilized in dealing with students known to use, process or deliver alcohol or any substance as defined in the opening statement, while under the jurisdiction of the school is:
 - 1. Notification of the appropriate police department.
 - 2. Suspension of the student and immediate notification to parents.
 - 3. Inform the Superintendent and request a review of the situation.
 - 4. A parental conference will be held after the review and if the student is to be reinstated the provisions of such reinstatement are discussed and agreed upon by all concerned. The review will be scheduled by the Superintendent as quickly as possible, and he will

notify the Board of the review. The following items would be presented in determining a reinstatement to the school:

- The manner in which the student cooperates with school officials and other authorities to help eliminate trafficking of any controlled substance in school.
- The student must conduct himself or herself in exemplary manner.
- The student may be subject to the following restrictions:
 - ✓ Driving privileges will be suspended for the duration of the year.
 - ✓ Will attend class only;
 - ✓ Will forfeit all cooperative study options;
 - ✓ Will be assigned quiet study halls;
 - ✓ Will not have any pass privileges unless authorized by a school administrator;
 - ✓ Will be prohibited from attending or participating in extra-curricular activities; and
 - ✓ Will be referred to the Student Assistance Team for assessment and will agree to abide by the Team's recommendations.

- B. A summary of procedures utilized in dealing with students known to sell alcohol or any controlled substance, as defined in the opening statement, while under the jurisdiction of the school are as follows:

Notification of the appropriate police department.

1. Suspension of the student and immediate notification to the parent.
2. Inform the Superintendent and request a hearing before the Board of Education for possible expulsion after hearing the circumstances surrounding the case.
3. Inform the student that a request for assistance from the Student Assistance Team must be made and the student must enter into an agreement and abide by the Team's recommendation before being readmitted to school.

Whenever a student is involved in using or possessing alcohol or any controlled substance, as defined in the opening statement, he/she will follow the procedures listed regarding possible expulsion.

School Safety/Prevention of Violence (Policy #218.2)

Educators in the Northern York County School District, as well as throughout the nation, are concerned about school safety. Students must realize that any threats or comments regarding the safety of others are not a joke, and in today's environment must be taken seriously. Students who make comments about wanting to hurt others will have strong disciplinary consequences. Students, ten and older, may have a referral made about their comments/threats to the police. These types of statements are no longer excusable as a joke or figure of speech. Any threat or comment, which may endanger the safety of students, staff, or school(s), will be investigated, taken seriously, and referred to law enforcement officials. Students must realize how important it is to think about what they say, and the consequences, which could follow their comments.

Cameras

Students and parents are reminded that the District may have cameras inside and outside any of its buildings as part of its District-wide security plan.

Searches (Policy #226)

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare

of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

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

Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, as indicated above, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Physical Intervention by Staff (Policy #218)

Physical intervention (reasonable force) may be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

DISCIPLINARY HEARINGS AND PROCEDURES (Policy #233)

Exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school.

The principal or his/her designee may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

Exclusion from classes - In-School Suspension / Time Out

No student may receive an in-school suspension / time out unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by the school. The school district has the responsibility to make some provision for the student's education during the period of the in-school suspension/ time out.

When the in-school suspension/ time out exceeds ten consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures relating to hearings. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

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

The Middle School in-school suspension/ time out program is limited in the number of disciplinary incidents in which a student may be placed there. These stages range from administrative actions during first placement to fifth placement. Specific actions at each level of placement are available from the middle school principal.

Exclusion From School – Out of School Suspension

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

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. Informal hearings under this provision shall be conducted by the building principal.

Informal Hearing

The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended, and to discuss ways to avoid future offenses. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided. The following due process requirements are to be observed in regard to the informal hearing.

Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student and 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 and has the right to speak and produce witnesses on his own behalf. The district shall offer to hold the informal hearing within the first 5 days of the suspension.

Formal Hearing

In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process. This hearing may be held before the Board of School Directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

The following due process requirements are to be observed with regard to the formal hearing. Notification of the charges shall be sent to the student's parents or guardian by certified mail and sufficient notice of the time and place of the hearing must be given. The hearing shall be held in private unless the student or parent requests a public hearing; the student has the right to be represented by counsel. 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 any such witnesses appear in person and answer questions or be cross-examined. The student has the right to testify and present witnesses on his own behalf. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript. The proceeding must be held within fifteen (15) school days of the notice of charges, unless both parties mutually agree to a delay.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

PROGRAMS AND EVENTS

Alternative Education Program (Policy #132)

Alternative Education offers a program of instruction in basic skills, academic courses, and counseling support to meet the needs of at-risk students in grades 6-12. At-risk students are defined as those students who show an inability to function in a traditional classroom setting due to continual disruptions to the classroom environment, chronic attendance problems, exhibition of acts of violence, and exhibition of dangerous actions within the regular school environment, such as violations of the weapons or substance abuse policies. Due to the exhaustion of all other approved disciplinary actions, the success of these students requires adaptations and modifications of educational programs to build the foundation for enabling these students to become self-sufficient, contributing, and productive citizens. These at-risk students are students who have a history of academic difficulty, have failed courses or grades, and have a pattern of disciplinary problems, which have led to multiple suspensions.

Students exhibiting inappropriate behavior in the classroom are referred after the following has taken place: parents and the student have met with school personnel concerning general behavior and specific concerns; the student has met with the counselor; the student has been referred to student assistance; and a group meeting of the teachers has taken place to assess potential and to look for solutions to redirect the education program.

High School Saturday School Program

Purpose: Students will be assigned to Saturday School at the discretion of the building principals. Saturday School will afford the administration additional flexibility to confront persistent, inappropriate behavior, thus maintaining a safe and orderly learning environment for all students.

Format: Saturday School will be held on Saturday mornings from 8:00 AM to 11:00 AM. Students will promptly report to the time-out room on the scheduled date. All rules that apply to after school detention will apply to Saturday School. With parental permission, students may be assigned maintenance tasks in order to enhance and/or uphold school property. Students are responsible for transportation to and from Saturday School.

Attendance: Students must show up on the date Saturday School is assigned. If they fail to do so, additional Saturday School or out-of-school suspension may be assigned. Medical appointments or family emergencies are the only reasons for missing Saturday School. In these circumstances parents must provide notification and students must see an administrator to reschedule. In addition, students must serve all three hours of Saturday School. If a student arrives late or leaves early without prior approval of a school administrator, additional time will be assigned.

Field Trips and other District Sponsored Events

Students who are on field trips or any other district-sponsored events, regardless of location, are subject to the same disciplinary regulations and consequences that they would be subject to if at school.

Students who have been placed on out of school suspension more than once in any school year or are currently suspended, may **not** attend the prom.

District Athletic Program

The District Athletic Program also has policies that impact upon all athletes. Individuals participating in the athletic program should be aware of the policies in addition to the regular disciplinary actions. Please refer to Appendix A for the Athletic Department Code of Conduct.

DISCIPLINARY ACTION DEFINITIONS AND SCHEDULES (Policy #218)

Discipline should, as a minimum, have three objectives in mind:

- Preserve the optimum environment in which to deliver educational services.
- Respond to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviate behavior and keep disrupters in school.
- Remove, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

In order to provide all students, parents, teachers and interested personnel with an understanding of the discipline procedures, the following outline is presented. Each level includes examples of misconduct, school procedures and possible consequences. The consequences build in seriousness as behavior becomes chronic.

Level 1 is those minor misbehaviors on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by individual staff members but sometimes require the intervention of other school support personnel.

Level II are those infractions whose frequency or seriousness tends to disrupt the learning climate of the school. They usually result from the continuation of Level 1 misbehaviors and require the intervention of administrative personnel. Disciplinary problems referred to the administration are subject to the discretionary actions and/or recommendations of the administrator.

Level III or beyond involve those misbehaviors against persons or property involving the endangerment to health, safety and welfare of the school community and sometimes result from continuation of Level 1 or Level II misbehaviors. A commission of any offense within the meaning of the Pennsylvania Crimes Code is a violation of school district rules.

Procedures

There is immediate intervention by the staff member who is supervising or who observes the misbehavior. If appropriate, a referral is made to an administrator who will confer with the student and parent as necessary. An investigation of the infraction will be conducted if the situation warrants further clarification. An appropriate consequence is assigned and a record of the offense is maintained by the administration. A parent conference may be held and, based upon the seriousness of the offense, a report made to the Board of Education.

DISTRICT BUS DISCIPLINE

LEVEL	EXAMPLES	DISCIPLINARY OPTIONS/RESPONSES
LEVEL I: Minor misbehaviors on the part of the student that impedes orderly procedures or interferes with the orderly operation of the bus. These misbehaviors can usually be handled by the bus driver but sometimes require the intervention of other school support personnel.	<ul style="list-style-type: none"> • making excessive noise • shifting seats; standing • throwing items • eating food or drinking • pushing or shoving • will not obey the driver • any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> • verbal reprimand • oral or written response to parent • assignment of special seat • suspension of bus privileges up to 3 days • parent conference
LEVEL II: Those infractions whose frequency or seriousness tends to disrupt the safety of students on the bus. Also, infractions involving the endangerment to health, safety and welfare of the passengers on the bus. They usually result from the continuation of Level 1 misbehaviors and require the intervention of administrative personnel. Disciplinary problems referred to the administration are subject to the discretionary actions and/or recommendations of the administrator.	<ul style="list-style-type: none"> • repetition of Level I infractions • failure to conform to Level I action • abusive or foul language use of abusive and/or foul gestures • fighting/assault on others • destroying or defacing the school bus • smoking • placing arms, legs, or any part of the body outside the bus windows • verbal & physical threats • any other actions which would merit this level of disciplinary response 	<ul style="list-style-type: none"> • written communication to parent • suspension of bus privileges up to 10 days • suspension of bus privileges up to the remainder of the school year

Stages for bus discipline and interventions/consequences at various levels. At the discretion of the building administrator, the following steps may be observed if conduct is detrimental to the health or safety of the student or others. Severe or dangerous offenses result in immediate suspension of riding privileges:

First Offense - A conference between the administrator and student will be held, a warning will be issued to the student and the parent or guardian may be notified.

Second Offense - A conference between the administrator, student and driver will be held to determine the consequence and the parent or guardian may be notified.

Third Offense - Conference with parent and student. Riding privileges may be suspended for a minimum of three school days.

Fourth Offense - Parents will be informed and riding privileges may be suspended for a minimum of five school days.

Fifth Offense - Parents will be notified and riding privileges may be suspended for an indefinite period of time. Riding privileges will not begin until the parent and student meet with the administrator and provide assurance that the student is prepared to exhibit appropriate behavior.

In an effort to provide the safest possible student transportation system, some school buses are fitted with a housing unit that holds a video/audio camera to monitor the behavior on the bus to ensure that the established bus safety and conduct rules are being followed. Video/Audio cameras will be randomly rotated among all regularly scheduled buses based upon the number of incidents of misconduct.

BUILDING LEVEL DISCIPLINARY GUIDELINES

ELEMENTARY SCHOOLS

LEVEL	EXAMPLES	DISCIPLINARY OPTIONS/RESPONSES
<p>LEVEL I: Minor misbehaviors on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by individual staff members but sometimes require the intervention of other school support personnel.</p>	<ul style="list-style-type: none"> • littering • failure to be prepared with class materials and supplies or in making up work • neglecting to return required forms • tardiness to school • abuse of hall or lavatory privileges • defiant/nondefiant failure to complete assignments, carry out teachers' directions, or adequately prepare for class • careless use of school property/facilities • cheating or lying • disruptive behavior in school class • failure to obey playground rules • immodest or inappropriate dress • defiant attitude and/or lack of respect for authority • spitting • bullying or bully-like behavior • any other offense which would merit this level of disciplinary action 	<ul style="list-style-type: none"> • verbal reprimand • restriction of privileges • seat change • loss of recess • behavioral contract • counseling • strict supervised study • parental contact • clean-up and/or payment of damage
<p>LEVEL II: Those infractions whose frequency or seriousness tends to disrupt the learning climate of the school. They usually result from the continuation of Level I misbehaviors and require the intervention of administrative personnel. Disciplinary problems referred to the administration are subject to the discretionary actions and/or recommendations of the administrator.</p>	<ul style="list-style-type: none"> • continuation of Level I misbehavior • intentional defiance and insubordination • harassment of other students (physical and verbal) • bullying • forgery • petty theft • fighting • use of profanity or obscenity • gambling • possession or distribution of pornographic materials • leaving school or school grounds without permission • any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> • continuation of the more stringent Level I options • sustained counseling • parental conferences • temporary withdrawal of certain privileges and/or participation in school activities • temporary removal from class • suspension of school bus transportation • in-school suspension/ time out

BUILDING LEVEL DISCIPLINARY GUIDELINES

ELEMENTARY SCHOOLS (continued)

<p>LEVEL III: Those misbehaviors against persons or property involving the endangerment to health, safety and welfare of the passengers on the school community and sometimes result from continuation of Level 1 or Level II misbehaviors. A commission of any offense within the meaning of the Pennsylvania Crimes Code is a violation of school district rules.</p>	<ul style="list-style-type: none"> • continuation of Level II misbehavior • serious acts of defiance: threatening a teacher or a supporting staff member • stealing • vandalism • tampering with the fire alarm; pulling false alarm • physically threatening other students • any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> • continuation of appropriate Level II options • full withdrawal of participation in school activities • restitution of damages • referral to outside agency for additional services • temporary out-of-school suspension • full suspension
<p>LEVEL IV: More serious than Level III, these continue to be those misbehaviors against persons or property involving the endangerment to health, safety and welfare of the passengers on the school community and sometimes result from continuation of Level 1 or Level II misbehaviors. A commission of any offense within the meaning of the Pennsylvania Crimes Code is a violation of school district rules.</p>	<ul style="list-style-type: none"> • continuation of Level III misbehavior • possession of a weapon • grand theft • possession and/or sale of stolen property • arson • extortion of other students • bomb threat • indecent exposure • assault and battery • major vandalism • possession and/or use of firecrackers or explosives • any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> • full restitution of damages • full suspension • alternative schools • expulsion

BUILDING LEVEL DISCIPLINARY GUIDELINES

NORTHERN MIDDLE SCHOOL

LEVEL	EXAMPLES	DISCIPLINARY OPTIONS/RESPONSES
LEVEL I: Minor misbehaviors on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by individual staff members but sometimes require the intervention of other school support personnel.	<ul style="list-style-type: none"> • misuse or abuse of school materials • inappropriate hallway behavior • inappropriate dress • lying • forging signatures • inappropriate language • class room disruption • teasing • mischief • classroom tardiness • unprepared for class with materials and/or supplies • safety concerns • not following directions • inappropriate comments to fellow students • assembly misconduct • other offenses which would merit this level of disciplinary response • public display of affection 	<ul style="list-style-type: none"> • student/teacher conference • parental contact • verbal reprimand • recommended detention • activity isolation • educational tasks • lunch detention • incentive/infraction program
LEVEL II: Those infractions whose frequency or seriousness tends to disrupt the learning climate of the school. They usually result from the continuation of Level I misbehaviors and require the intervention of administrative personnel. Disciplinary problems referred to the administration are subject to the discretionary actions and/or recommendations of the administrator.	<ul style="list-style-type: none"> • continuation of Level I offenses (chronic) • forging signatures • chronic tardiness • harassment/intimidation • cutting classes/activities • truancy • disruptive classroom behavior • unauthorized absence from building • excessive absences • vandalism/destruction of school property (simple) • failure to conform to Level I action • fighting (simple) • unexcused absences • verbal disrespect and teacher insubordination • gambling • cheating/plagiarism • any other offense which would merit this level of disciplinary action • malicious teasing • inappropriate verbal assault on fellow students • possession of tobacco-related items, including flammable materials 	<ul style="list-style-type: none"> • administrative intervention • parental contact • detention • in-school suspension/ time out • repair, clean or make restitution of property damages • out-of-school suspension • restriction of privileges and/or from participation in school activities • referral to outside agencies • Reduction of grade (cheating)

BUILDING LEVEL DISCIPLINARY GUIDELINES

NORTHERN MIDDLE SCHOOL (continued)

LEVEL III: Those misbehaviors against persons or property involving the endangerment to health, safety and welfare of the passengers on the school community and sometimes result from continuation of Level 1 or Level II misbehaviors. A commission of any offense within the meaning of the Pennsylvania Crimes Code is a violation of school district rules.	<ul style="list-style-type: none">• possession of a weapon• arson• fighting (major)• assault and/or battery• false fire alarm• bomb threats• stealing• extortion• vandalism (major)• any other offense which would merit this level of disciplinary response	<ul style="list-style-type: none">• parental contact/conference• in-school suspension/ time out• repair, clean or restitution of property and damages• out-of-school suspension• legal intervention• expulsion• Refer to Alternative Education Program
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BUILDING LEVEL DISCIPLINARY GUIDELINES

NORTHERN HIGH SCHOOL

LEVEL	EXAMPLES	DISCIPLINARY OPTIONS/RESPONSES
LEVEL I: Minor misbehaviors on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by individual staff members but sometimes require the intervention of other school support personnel.	<ul style="list-style-type: none"> wearing inappropriate apparel tardiness to class lavatory abuse classroom disturbance hallway disturbance public display of affection any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> verbal reprimand assigned detention withdrawal of privileges assignment of demerits conference with students invoking attendance policies work detail to clean up grounds, cafeteria, etc. parent conference oral/written response to parents
LEVEL II: Those infractions whose frequency or seriousness tends to disrupt the learning climate of the school. They usually result from the continuation of Level 1 misbehaviors and require the intervention of administrative personnel. Disciplinary problems referred to the administration are subject to the discretionary actions and/or recommendations of the administrator.	<ul style="list-style-type: none"> continuation of Level I infractions disrespect to teachers cutting class/lunch/study hall truancy verbal abuse to teacher or from student to student vandalism fighting (simple) continuous tardiness to school/class stealing disruptive classroom behavior unexcused absences violation of student parking policy excessive absences failure to abide by Level I action cafeteria abuse leaving school without permission cheating/plagiarism possession of lighters or incendiary materials any other offense which would merit this level of disciplinary response 	<ul style="list-style-type: none"> restricted from activities isolation written/verbal communication to parents detention revoking of parking privileges in-school suspension/ time out or out-of-school suspension require payment (restitution) for damages referral to outside agency reduction of grade (cheating) Saturday School program
LEVEL III: Those misbehaviors against persons or property involving the endangerment to health, safety and welfare of the passengers on the school community and sometimes result from continuation of Level 1 or Level II misbehaviors. A commission of any offense within the meaning of the Pennsylvania Crimes Code is a violation of school district rules.	<ul style="list-style-type: none"> possession of a weapon fighting (major) assault/battery verbal/physical threats gambling stealing arson harassment possession/ distribution/ selling controlled substances any other offense meriting this level of disciplinary response 	<ul style="list-style-type: none"> written/verbal contact with parents in-school suspension/ time out referral to outside agency out-of-school suspension Saturday work program expulsion refer to Alternative Education Program

Appendix A
Code of Conduct
for
Athletics, Extracurricular, and Co-Curricular
Activities

PHILOSOPHY

The Northern York County School District offers numerous activities, which are an extension of the classroom. The goal and purpose of these programs is to TEACH students the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle and skill development. The activities are laboratories for learning. The Northern York County School Districts school board, administrators, teachers, and coaches/advisors are committed to excellence and providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always be above reproach. They have an obligation to create a favorable image and to gain the respect of their peers and adult citizens of the community.

EXPECTATIONS

In addition to the Northern York County School District Discipline Code, (which follows and is contained in this manual), the following rules have been developed for interscholastic athletics and all co/extra curricular activities.

1. Students are the responsibility of the coaches/advisors until the organization returns to the high school or middle school. When returning from a contest, students are expected to leave the premises immediately. No student may be released by a coach/advisor prior to returning to the school unless it would be to a parent or guardian with written notification at least 1 day in advance signed by the athletic director or principal. Participants are strongly encouraged to travel with their organization at all times. We are striving to promote team unity and loyalty.
2. Students will not practice or participate in any activity during a period of in-school/out-of-school suspension. Students may be dismissed from the organization for a second in-school/out-of-school suspension.
3. Stealing will not be tolerated and will result in immediate expulsion from the team/activity.
4. The students will be respectful and courteous during the playing of the national anthem and alma mater. Talking, laughing and horseplay will not be tolerated. The first offense is a warning. The second offense is suspension for 3 days; the third offense is expulsion from the team/activity.
5. The only excusable absence from practice, games or public performance is an emergency situation. The following are considered emergency situations:
 - a. A death in the family
 - b. Automobile accidents
 - c. Illness and not in school
 - d. Any other situation that may arise that the coach would consider an emergency.

Unexcused absences from practice, games or public performance will not be tolerated. An unexcused absence is any missing of practice or games in which the coach/advisor did not have prior knowledge of the absence. An emergency situation would be an exception to this rule.

The first unexcused absence will result in suspension from practices and/or games for 3 days. The second unexcused absence will result in immediate expulsion from the team.

6. Equipment issued for practice and competition should be cared for properly. Loss or failure to turn in equipment at the end of the season will result in payment to replace it. Any awards due to the student will be held and grades will also be withheld until restitution is made.
7. It is the student's responsibility to keep all facilities (home and away) as neat and clean as possible. This includes the student's personal locker and property.
8. Berating and criticizing officials will not be tolerated. Students should never have a dialogue with an official or judge. The only designated persons to talk to officials are the team captain and coaches/advisor. Being reprimanded by an official/judge will result in 3 days of suspension from practices and/or games. A second offense is expulsion from the team.
9. The student must finish the season/activity as a team member in good standing to qualify for any awards sponsored by the school district or booster club. All awards will be presented at the end of the season. The coaching staff, advisors and athletic department will determine the types and numbers of awards to be presented.
10. The Northern participant must understand that he/she and his/her actions are representative not only of him/her self, but also the entire activities program and every other individual involved. Students are expected to represent Northern High School and/or Middle School, the community, and yourself in a positive manner. You are expected to show respect for all in authority as well as proper care for all school facilities, property, equipment and uniforms. Disrespect towards any member of the coaching staff, faculty and administration will not be tolerated. The first offense is a 3-day suspension from practices and/or games. The second offense is expulsion from the team.
11. Use of profanity is forbidden. The first offense is a warning. The second offense is a 3-day suspension from practices and/or games/public performance. The third offense is expulsion from the team.
12. **BENCH CONDUCT** - When you put on a uniform, spectator's keep a keen eye on you. Show them what kind of team person you are. Demonstrate support and be prepared at all times to enter the game. During time outs, you are expected to listen and learn. Assist the managers if they need help. Horseplay, berating officials or opponents or fans and assuming a reclining position on the bench will not be tolerated. **DO NOT RESPOND TO FANS!!!!**
13. The JV team should cheer and support the varsity team and vice versa. Players are required to sit on the team bench with their teammates during games. Watching is learning. This is not a time for buddies and friends. Teams are required to stay and watch after their game is over. Only the coach can excuse you from leaving.
14. **Bus Rides** - you are expected to sit in your seat and get up only if necessary. The purpose of the bus ride is to get you to the game or public performance. Prepare yourself mentally while on the bus.

15. Participation in all activities is a privilege; teachers have the right to prohibit any student from leaving classes on an early dismissal policy due to unacceptable academic performance.
16. An athlete has not officially quit a sport until they have (1) talked to the head coach of the sport they are quitting, (2) handed in all of their equipment and (3) fulfilled all of their assigned responsibilities. Also, an athlete who quits a sport after the first 3 weeks of the season may not then participate in another sport during the same season. In addition, the athlete may not begin another sport, even if during another season, until they have completed all of the above.

ELIGIBILITY

1. **ELIGIBILITY** - A student may not participate or practice for any athletic team or co/extra curricular activity unless he or she is in school by 9:00am the day of the scheduled contest or practice. If the event is on a Saturday or school holiday, the student must be in school by 9:00am of the preceding school day. This rule may be waived by the Athletic Director and Principal for extenuating circumstances. If a student leaves school before 12:30pm for a medical or dental appointment, he or she must return to school by 2:40pm in order to be eligible to participate in any athletic contest or practice.
2. Students must demonstrate academic eligibility in order to participate in interscholastic athletics and co/extra curricular activities. The student must be passing four and one-third (4.33) credits on a weekly cumulative basis, starting with the beginning of the marking period. If students do not meet this standard they become ineligible for the following week (Monday through Saturday). Students must also be passing four and one-third (4.33) credits at the end of each grading period. If not, they will become ineligible for the first fifteen- (15) school days of the next grading period. Exception – if a student is passing four (4) credits he/she will be given a one-week eligibility warning that will permit practices and participation. Each student will be given only one warning per sports season. Anyone who has been ineligible for a week after passing fewer than four credits will not receive a subsequent warning period that season. Students will not be able to practice or ride with the team to events during the ineligibility period.

DISCIPLINE

1. **Controlled Substance Policy Violation** – The Districts Controlled Substance Policy, #227 defines controlled substances as follows: all dangerous controlled substances prohibited by law, all look alike drugs, all alcoholic beverages, anabolic steroids, any drug paraphernalia, and any prescription or patent drug, except for those for which permission for use has been granted pursuant to Board policy. Students will be suspended from participation for a minimum of four (4) weeks. The participant may be suspended for up to three seasons depending on the severity of the violation. A season is defined as Fall, Winter or Spring. A second offense will result in a one- (1) calendar year suspension from the date of the violation. In order to return to competition and practice and athlete must successfully complete a student assistance program evaluation for the first and second offenses of this policy.
2. **Tobacco Policy Violation** - An activity participant who violates the tobacco policy of the school district will be suspended from participation for four (4) weeks. A second offense will

result in an eight- (8) week suspension, a third offense will result in a one-(1) year suspension from the date of the third (3rd) violation.

3. **Other Circumstances** - Whenever other offenses occur pertaining to participants out of school and out of season, a committee consisting of the building principal, athletic director, advisor and/or head coach will review the individual situation and take appropriate action. The athlete will have an opportunity, if desired, to appear before the committee before final action is taken.
4. **HAZING** - Hazing of any kind will not be tolerated and will result in immediate removal from the team for the remainder of the season. For the purpose of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

**Code of Conduct Signature Form
for
Athletics, Extracurricular, and Co-curricular Activities**

We have read the Athletic Department Code of Conduct. We understand the guidelines, rules and philosophy of the athletic program. In understanding that our signature does not signify agreement with all areas, it does signify that we will do all we are capable of to help follow and enforce these stipulations. Therefore, we are attaching our signatures below on this page:

Player Name: _____

_____ Player Signature:	_____ Date
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_____ Parent/Guardian Signature:	_____ Date
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_____ Parent/Guardian Signature:	_____ Date
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