SCHOOL DISTRICT OF THE CITY OF YORK
Draft 3/24/11

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: November 16, 2005

REVISED:

	204. ATTENDANCE
1. Purpose	The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
2. Authority SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41	Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence. The Board considers the following conditions to constitute reasonable cause for absence from school: 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family. 5. Family educational trips. 6. Religious Holiday
Title 22 Sec. 11.26 Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118	Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec 11.21	All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
SC 1546 Title 22 Sec. 11.21	The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
SC 1329	The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
	The Board will recognize other justifiable absences for part of the school day. These shall include:
Title 22 Sec. 11.23, 11.25	1. Prearranged medical or dental appointments, which cannot be scheduled after regular school hours.
	2. Family emergency.
	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
SC 1330	1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
Title 22 Sec. 11.5, 11.32	2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
SC 1327	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic

	service under duly issued permits.
SC 1330	5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
	The Board may excuse the following students from the requirements of attendance at district schools:
Title 22 Sec. 11.22	1. Students receiving private instruction from a properly qualified tutor.
Title 22 Sec. 11.34	2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist.
SC 1327	3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit or the Department of Education.
	<u>Educational Tours/Trips</u> The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee. The parent/guardian shall be responsible for submitting the application requesting student participation to the school office at least ten (10) school days prior to the tour or trip. The application should state the dates of absence, student's name, location of the tour or trip, and an explanation of the educational value the student will receive for participating in the tour or trip. The student shall be responsible for securing the initials of all their assigned teachers the secondary level and their classroom teachers at the elementary level on the application form. Teachers and building principal will also indicate whether the student's absence is recommended or not recommended. The student will be required to secure and complete all classroom assignments which occur during the absence. Trips will be limited to one (1) per year and should not exceed five (5) days in length.

	Trips which include days of absence during midterm/final exams, achievement tests and PSSA state testing will not be approved. Exceptions to the limitations outlined will require special provisions for alternate attendance, tutoring, and make-up work.
SC 1332, 1333	The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the attendance of students which:
Title 22 Sec. 11.1, 11.2, 11.3	1. Ensure a school session that conforms with requirements of state regulations.
SC 1332, 1339	2. Govern the keeping of attendance records in accordance with state statutes.
SC 1333, 1338	3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
	4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
	5. Ensure that students legally absent have an opportunity to make up work.
SC 1333, 1338, 1354 Title 22 Sec. 11.24	6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.
~~SC 510, 1318~~	~~Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.~~

School Code 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546 PA Code Title 22 Sec. 11.1, 11.2, 11.3, 11.5, 11.11, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.28, 11.32, 11.34, 11.41 Board Policy 115, 117, 118	

SCHOOL DISTRICT OF THE CITY OF YORK
Draft 4/04/11

SECTION: PUPILS

TITLE: ATTENDANCE: ELEMENTARY SCHOOLS

ADOPTED: June 25, 2008

REVISED: November 17, 2010

	204.1 ATTENDANCE: ELEMENTARY SCHOOLS
1. Purpose	The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
2. Authority SC 1301, 1302, 1327, 1329	Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.
Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41	The Board considers the following conditions to constitute reasonable cause for absence from school: 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family. 5. Family educational trips.
Title 22 Sec. 11.26	6. Religious Holiday.
Title 22 Sec. 11.22,11.28 SC 1327,1329 Pol. 115, 117,118	Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec. 11.21	All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
SC 1546 Title 22 Sec. 11.21	The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
SC 1329	The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
Title 22 Sec. 11.23, 11.25	The Board will recognize other justifiable absences for part of the school day. These shall include: 1. Prearranged medical or dental appointments, which cannot be scheduled after regular school hours. 2. Family emergency.
SC 1330	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
Title 22 Sec. 11.5, 11.32	1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
SC 1327	2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
SC 1330	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.

Title 22 Sec. 11.22 Title 22 Sec. 11.34 SC 1327 SC 1332, 1333	5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. The Board may excuse the following students from the requirements of attendance at district schools: 1. Students receiving private instruction from a properly qualified tutor. 2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist 3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit or the Department of Education. <u>Educational Tours/Trips</u> The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee. The parent/guardian shall be responsible for submitting the application requesting student participation to the school office at least ten (10) school days prior to the tour or trip. The application should state the dates of absence, student's name, location of the tour or trip, and an explanation of the educational value the student will receive for participating in the tour or trip. The student shall be responsible for securing the initials of all their assigned teachers the secondary level and their classroom teachers at the elementary level on the application form. Teachers and building principal will also indicate whether the student's absence is recommended or not recommended. The student will be required to secure and complete all classroom assignments which occur during the absence. Trips will be limited to one (1) per year and should not exceed five (5) days in length. Trips which include days of absence during midterm/final exams, achievement tests and PSSA state testing will not be approved. Exceptions to the limitations outlined will require special provisions for alternate

	attendance, tutoring, and make-up work.
3. Delegation of Responsibility Title 22 Sec. 11.1, 11.2, 11.3 SC 1332, 1339	The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law. The Superintendent or designee shall develop procedures for the attendance of students which:
SC 1333, SC 1338	1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
SC 1333, 1338, 1354 Title 22 Sec. 11.24	4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 5. Ensure that students legally absent have an opportunity to make up work.
SC 510, 1318	6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.
SC 1333, 1338, 1354 Title 22 Sec. 11.24	~~Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.~~ All absences will be considered unlawful absences unless an appropriate note from a parent/ guardian is provided. All notes regarding student absences must include: 1) the name of the student 2) the date of the absence 3) the reason for the absence 4) a legible parent/guardian signature 5) a telephone number at which the parent may be reached

Title 22 Sec. 11.23, 11.25 SC 1332, 1333	If a note is not received within five (5) school days of the absence the days will be recorded as an unlawful day and remain that way. If an appropriate note has been sent to school, the absence will be changed to an excused absence. Unlawful days will result in notices and citations that include fines. School Hours - Students should remain in school during the hours of operation: 8:35 a.m. 3:15 p.m. daily. Students must have a medical or court-related appointment to leave the building prior to dismissal. Early pick up/student sign out may occur for a legitimate reason, such as a medical appointment, court-related notice or a family emergency. Documentation may be requested. ~~Unlawful~~ Early pick up of students, without appropriate excuse, will result in the following: Elementary School Early Pickup Policy 3 early pickups= ½ day unlawful 6 ~~unlawful~~ early pickup = 1 day unlawful 12 ~~unlawful~~ early pickup = 2 days unlawful 18 ~~unlawful~~ early pickup = 3 days unlawful = First Legal Notice and subsequent unlawful days = Citation with fines per PA School Code.
Title 22 Sec. 11.23, 11.25	Parents are permitted to write a note for 10 days of absences. After 10 days of absence, without a doctor's note, a student must return with a medical note. In addition, it is expected that students arrive on time and be in school prior to or return after medical or court-related appointments. Notes must be sent to school within five (5) school days or the absence will remain an unlawful day. Excuse Notes For Tardiness - Any student who is tardy to school must provide a note or ~~telephone call from or~~ be accompanied by a parent/guardian or present a valid document, such as a doctor's note or court order, in order to have the tardy recorded as excused. In the absence of such information from parent/guardian or documentation, the student will be assessed an unexcused/unlawful tardy.
Title 22 Sec. 11.23, 11.25 SC 1332, 1339 SC 1333, 1338	Truancy - If truancy becomes a pattern~~, a team approach involving the parent/guardian's input to determine a plan for improvement. The York County Children and Youth will work in conjunction with the school to develop a Truancy Elimination Plan (TEP) to assist in students' regular attendance.~~ The school district will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior.
Title 22	Medical Note – Students with ten (10) or more absences, without a doctor's note, will be placed on a required medical note. This status requires that students must provide a medical note for each absence from school.

Sec. 11.23, 11.25 SC 1332, 1339 SC 1333, 1338 SC 1332, 1333, 1338,1339 SC 1332, 1333, 1338,1339	First Legal Notice – First Notices are sent to the parent/guardian(s) of students who have accumulated three unlawful absences from school. The York County Children and Youth will be notified. The York County Children and Youth works in conjunction with the school to assist in students' regular attendance. Citations – Citations will be sent to the parents of students who have accumulated a total of four (4) unlawful absences from school per PA School Code. District magistrates will send out citations. Subsequent citations will follow. <u>Truancy</u> ~~First and second days – Administrators or school personnel informs parent(s)/guardian(s).~~ 1. First and second days - Parent(s)/guardian(s) will receive calls informing them of a student's absence from school. 2. Third day – The parent will receive a First Legal Notice. NCLB Officer will notify parent(s)/guardian(s). If applicable, CSST Member, school counselors, Mini-truancy Task Force and/or other counseling support services will be notified. Parent(s)/Guardian(s) shall be informed. 3. After the third unlawful absence, notices and summary charge(s) as set forth by the PA School Code law will follow. A Truancy Elimination Plan will be developed and implemented. 4. All absences in excess of ten (10) excused days, without a doctor's note, will result in parent(s)/guardian(s) receiving a letter mandating a doctor's note for future absences. 5. When a student is habitually truant, a team approach involving parent(s)/guardian(s) input will be used to develop and implement a truancy intervention strategy for improvement. If no documented improvement has occurred, the York County Children and Youth attendance protocol will be pursued through the administrators, NCLB Attendance officers, school counselors, or school nurse. The Truancy Elimination Plan process will be recommended. <u>Tardiness to School</u> Students must arrive on time each school day at 8:35 a.m. Students should enter at the time of the first bell in order to get to their class on time. All students who enter the building after the late bell are late and will be recorded as tardy. If no bell exists, lateness will be determined by the teacher.

School Code 510,1301,1302,1318, 1327,1329,1330,1332 ,1333,1338,1339,135 4,1546 PA Code Title 22 Sec. 11.1, 11.2, 11.3, 11.5, 11.11, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.28, 11.32, 11.34, 11.14 Board Policy 115, 117, 118	If your child has been seen by a physician or dentist, send a medical note from a doctor or dentist to the school. The note should state the date and time of the appointment. Elementary School Tardy Policy 3 tardies (arrival after the late bell) = ½ day unlawful 6 tardies (arrival after the late bell) = 1 day unlawful 12 tardies (arrival after the late bell = 2 days unlawful 18 tardies (arrival after the late bell = 3 days unlawful = First Legal Notice 6 and subsequent unlawful days = Citation with fines per PA School Code. 1. If tardiness develops a pattern of frequency, a team approach involving parental input shall be used to determine a plan for improvement. The York County Children and Youth attendance protocol will be pursued. 2. Students must arrive on time each school day before 8:45 a.m. Students should enter at 8:35 a.m. which is the time of the first bell in order to get to their class on time by 8:45 a.m. Any student admitted to the building after 8:45 a.m. will be considered unlawfully tardy. 3. Three (3) unlawful days – First Legal Notice will be sent to parent(s)/guardian(s). Other corrective measures will be employed by administrators, CSST, NCLB Officer, guidance counselor and/or other counseling support services. The York County Children and Youth attendance protocol will be pursued. Four (4) and subsequent unlawful days – A citation will be sent to parent(s)/guardian(s) from the district magistrate per PA School Code. Other corrective measures will be employed by administrators, CSST, NCLB Attendance Officer, guidance counselor and/or other counseling support services. The York County Children and Youth attendance protocol will be pursued.

SCHOOL DISTRICT OF THE CITY OF YORK
Draft 04/04/11

SECTION: PUPILS

TITLE: ATTENDANCE: MIDDLE SCHOOL

ADOPTED: June 25, 2008

REVISED: November 17, 2010

204.2 ATTENDANCE MIDDLE SCHOOL

1. Purpose

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

2. Authority
SC 1301, 1302, 1327, 1329
Title 22
Sec. 11.11, 11.13, 11.23, 11.25, 11.41

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Death in family.
5. Family educational trips.
6. Religious Holiday.

Title 22
Sec. 11.26
Title 22
Sec. 11.22,11.28
SC 1327,1329
Pol. 115, 117,118

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec. 11.21	All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
SC 1546 Title 22 Sec. 11.21	The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
SC 1329	The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
Title 22 Sec. 11.23, 11.25	The Board will recognize other justifiable absences for part of the school day. These shall include: 1. Prearranged medical or dental appointments, which cannot be scheduled after regular school hours. 2. Family emergency.
	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
SC 1330	1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
Title 22 Sec. 11.5, 11.32	2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
SC 1327	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
SC 1330	5. Students sixteen (16) years of age regularly employed during the school session

	and holding a lawfully issued employment certificate.
Title 22 Sec. 11.22 Title 22 Sec. 11.34 SC 1327 SC 1332, 1333	The Board may excuse the following students from the requirements of attendance at district schools: 1. Students receiving private instruction from a properly qualified tutor. 2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist. 3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit or the Department of Education. <u>Educational Tours/Trips</u> The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee. The parent/guardian shall be responsible for submitting the application requesting student participation to the school office at least ten (10) school days prior to the tour or trip. The application should state the dates of absence, student's name, location of the tour or trip, and an explanation of the educational value the student will receive for participating in the tour or trip. The student shall be responsible for securing the initials of all their assigned teachers the secondary level and their classroom teachers at the elementary level on the application form. Teachers and building principal will also indicate whether the student's absence is recommended or not recommended. The student will be required to secure and complete all classroom assignments which occur during the absence. Trips will be limited to one (1) per year and should not exceed five (5) days in length. Trips which include days of absence during midterm/final exams, achievement tests and PSSA state testing will not be approved. Exceptions to the limitations outlined will require special provisions for alternate attendance, tutoring, and make-up work.

3. Delegation of Responsibility	The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.
Title 22 Sec. 11.1, 11.2, 11.3 SC 1332, 1339 SC 1333, SC 1338 SC 1333, 1338, 1354 Title 22 Sec. 11.24	The Superintendent or designee shall develop procedures for the attendance of students which: 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 5. Ensure that students legally absent have an opportunity to make up work. 6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. ~~Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.~~
SC 1333, 1338, 1354 Title 22 Sec. 11.24	All absences will be considered unlawful absences unless an appropriate note from a parent/ guardian is provided. All notes regarding student absences must include: 1) the name of the student 2) the date of the absence 3) the reason for the absence 4) a legible parent/guardian signature 5) a telephone number at which the parent may be reached Notes must be sent to school within five (5) school days or the absence will be

	recorded as an unlawful day. If an appropriate note has been sent to school, the absence will be changed to excused. Unlawful days will result in notices and citations that include fines. Examples for absences are student illness or confirmed appointments. School Hours - Students should remain in school during the hours of operation: 7:50 a.m. – 3:00 p.m. daily. Students must have a medical or court-related appointment to leave the building prior to dismissal. Early pickup/student sign out may occur for a legitimate reason, such as a medical appointment, court-related notice or a family emergency. Documentation may be requested. ~~Unlawful~~ Early pick up of students, without appropriate excuse, will result in the following: Middle School Early Pickup Policy 2 early pickups = ½ day unlawful 4 ~~unlawful~~ early pickup = 1 day unlawful 8 ~~unlawful~~ early pickup = 2 days unlawful 12 ~~unlawful~~ early pickup = 3 days unlawful = First Legal Notice and subsequent unlawful days = Citation with fines per PA School Code.
Title 22 Sec. 11.23, 11.25 SC 1332, 1333	Excuse Notes For Absent Days- Any student who is absent because of a legitimate reason must present a valid document, such as a doctor's note or court-related notice, in order to be recorded as excused. In the absence of such documentation, the student will be assessed an unlawful absence
Title 22 Sec. 11.23, 11.25	Excuse Notes For Tardiness - Any student who is tardy to school must provide a note or ~~telephone call from or~~ be accompanied by a parent/guardian or present a valid document, such as a doctor’s note or court order, in order to have the tardy recorded as excused. In the absence of such information from parent/guardian or documentation, the student will be assessed an unexcused/unlawful tardy. In addition, it is expected that students arrive on time and be in school prior to or return after medical or court-related appointments. Notes must be sent to school within five (5) school days or the tardy will remain an unlawful tardy.
Title 22 Sec. 11.23, 11.25 SC 1332, 1339 SC 1333, 1338	Truancy - If truancy becomes a pattern, ~~a team approach involving the parent/guardian’s input to determine a plan for improvement. The York County Children and Youth will work in conjunction with the school to develop a Truancy Elimination Plan (TEP) to assist in students’ regular attendance.~~ the school district will coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior.

Title 22 Sec. 11.23, 11.25 SC 1332, 1333 SC 1332, 1333, 1338,1339	Medical Note – Students with ten (10) or more absences, without a doctor's note, will be placed on a medical note. This status requires that students must provide a medical note for each absence from school. First Legal Notice – First Legal Notices are sent to the parent/guardian(s) of students who have accumulated three unlawful absences from school. The York County Children and Youth will be notified. The York County Children and Youth works in conjunction with the school to assist in students' regular attendance. Citation –Citations are sent to the parents of students who have accumulated a total of four (4) unlawful absences from school per PA School Code. District magistrates will send out citations. Subsequent citations will follow. <u>Truancy (Unlawful Absences)</u> ~~First and second days – Administrators or school personnel will notify parent(s)/guardian(s).~~ 1. First and second days - Parent(s)/guardian(s) will receive calls informing them of a student's absence from school. 2. Third day and after – The parent will receive a First Notice. NCLB Attendance Officer will notify parent(s)/guardian(s). Guidance counselors, Mini-truancy Task Force and/or other counseling support services will be notified. Parent(s)/Guardian(s) shall be informed. School personnel will notify parent(s)/guardian(s). If applicable, CSST Member, SPARK, school counselors and/or other counseling support services will be notified. A team approach involving parent(s)/guardian(s) input will be used to develop and implement a truancy intervention plan for the child. Participation in a Truancy Elimination Plan in conjunction with York County Children and Youth Services will be requested if no documented improvement has occurred. The York County Children and Youth attendance protocol will be pursued through the administrators, NCLB officers, school counselors, school nurse and Mini-truancy Task Force. Notices and summary charge(s) as set forth in the PA School Code will follow. 1. Third day – Administrators or school personnel will notify parent (s)/guardians(s) with a First Legal Notice. 2. Subsequent unlawful absences will result in citations and notification to York County Children and Youth Services after a parent has received a First Legal Notice. Note: All absences will be considered unlawful unless a note providing a justifiable

SC 1332, 1333, 1338,1339 School Code 510,1301,1302,1318, 1327,1329,1330,1332 ,1333,1338,1339,135 4,1546 PA Code Title 22 Sec. 11.1, 11.2, 11.3, 11.5, 11.11, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.28, 11.32, 11.34, 11.14 Board Policy 115, 117, 118	reason for the absence from a parent/guardian is brought in within five (5) school days. Otherwise, the absence remains unlawful. A team approach involving parent(s)/guardian(s) input will be used to determine a plan for improvement. <u>Tardiness to School</u> Students must arrive on time each school day at 7:50 a.m. Students should enter at the time of the first bell in order to get to their class on time. All students who enter the building after the late bell are late and will be recorded as tardy. If no bell exists, lateness will be determined by the teacher. If your child has been seen by a physician or dentist, send a medical note from a doctor or dentist to the school. The note should state the time of the appointment. Middle School Tardy Policy 2 tardy (arrival after the late bell) = ½ day unlawful 4 tardies (arrival after the late bell) = 1 day unlawful 8 tardies (arrival after the late bell) = 2 days unlawful 12 tardies (arrival after the late bell) = 3 days unlawful = First Legal Notice 4 unlawful days = Citations with fines per PA School Code 3. Third day – Administrators or school personnel will notify parent (s)/guardians(s) with a First Legal Notice. 4. Subsequent unlawful absences will result in citations and notification to York County Children and Youth Services after a parent has received a First Legal Notice. Any student who is tardy to school must provide a note ~~or telephone call from~~ or be accompanied by a parent/guardian or present a valid document, such as a doctor's note or court order, in order to have the tardy recorded as excused. In the absence of such information from parent/guardian or documentation, the student will be assessed an unexcused/unlawful absence. Any student found in the building without having properly signed in will be considered as trespassing and may be cited and/or suspended.

SCHOOL DISTRICT OF THE CITY OF YORK
Draft 4/04/11

SECTION: PUPILS

TITLE: ATTENDANCE: HIGH SCHOOL

ADOPTED: June 25, 2008

REVISED: November 17, 2010

	204.3 ATTENDANCE HIGH SCHOOL
1. Purpose	The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
2. Authority SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41	Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence. The Board considers the following conditions to constitute reasonable cause for absence from school: 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family. 5. Family educational trips. 6. Religious Holiday.
Title 22 Sec. 11.26 Title 22 Sec. 11.22,11.28 SC 1327,1329 Pol. 115, 117,118	Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec. 11.21	All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
SC 1546 Title 22 Sec. 11.21	The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
SC 1329	The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
Title 22 Sec. 11.23, 11.25	The Board will recognize other justifiable absences for part of the school day. These shall include: 1. Prearranged medical or dental appointments, which cannot be scheduled after regular school hours. 2. Family emergency.
	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
SC 1330	1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
Title 22 Sec. 11.5, 11.32	2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
SC 1327	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
SC 1330	5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Title 22 Sec. 11.22 Title 22 Sec. 11.34 SC 1327 SC 1332, 1333 3. Delegation of Responsibility	The Board may excuse the following students from the requirements of attendance at district schools: 1. Students receiving private instruction from a properly qualified tutor. 2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist. 3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit or the Department of Education. <u>Educational Tours/Trips</u> The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee. The parent/guardian shall be responsible for submitting the application requesting student participation to the school office at least ten (10) school days prior to the tour or trip. The application should state the dates of absence, student's name, location of the tour or trip, and an explanation of the educational value the student will receive for participating in the tour or trip. The student shall be responsible for securing the initials of all their assigned teachers the secondary level and their classroom teachers at the elementary level on the application form. Teachers and building principal will also indicate whether the student's absence is recommended or not recommended. The student will be required to secure and complete all classroom assignments which occur during the absence. Trips will be limited to one (1) per year and should not exceed five (5) days in length. Trips which include days of absence during midterm/final exams, achievement tests and PSSA state testing will not be approved. Exceptions to the limitations outlined will require special provisions for alternate attendance, tutoring, and make-up work. The Board may report to appropriate authorities infractions of the law regarding the

Title 22 Sec. 11.1, 11.2, 11.3 SC 1332, 1339 SC 1333, SC 1338 SC 1333, 1338, 1354 Title 22 Sec. 11.24 SC 510, 1318 SC 1333, 1338, 1354 Title 22 Sec. 11.24 Title 22 Sec. 11.23, 11.25 SC 1332, 1333	attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law. The Superintendent or designee shall develop procedures for the attendance of students which: 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 5. Ensure that students legally absent have an opportunity to make up work. Unexcused absence will forfeit the right to make up school work. 6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. ~~Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.~~ All absences will be considered unlawful absences unless an appropriate note from a parent/ guardian is provided. All notes regarding student absences must include: 1) the name of the student 2) the date of the absence 3) the reason for the absence 4) a legible parent/guardian signature 5) a telephone number at which the parent may be reached

	School Hours - Students should remain in school during the hours of operation: 7:50 a.m. – 3:00 p.m. daily. Students must have a medical or court-related appointment to leave the building prior to dismissal. Early pick up/student sign out may occur for a legitimate reason, such as a medical appointment, court-related notice or a family emergency. Documentation may be requested. ~~Unlawful~~ Early pick up of students, without appropriate excuse, will result in the following: High School Early Pickup Policy 2 early pickups = ½ day unlawful 4 ~~unlawful~~ early pickup = 1 day unlawful 8 ~~unlawful~~ early pickup = 2 days unlawful 12 ~~unlawful~~ early pickup = 3 days unlawful = First Legal Notice and subsequent unlawful days = Citation with fines per PA School Code.
Title 22 Sec. 11.23, 11.25	<u>Truancy (Unlawful Absences)</u> 1. First and second days - Parent(s)/Guardian(s) will receive calls informing them of a student's absence from school. 2. Third unlawful absence will result in a First Legal Notice of truancy. ~~This letter will remain on file for the student's entire high school career.~~ Each additional unlawful absence will result in a citation. If applicable, CSST Member/SPARK, Mini Truancy Task Force or guidance counselors will be notified. Parent(s)/Guardian(s) again will be informed. A Truancy Elimination Plan will be developed and implemented.
Title 22 Sec. 11.23, 11.25	3. NCLB officer will contact parent(s)/guardian(s) who have received a First Legal Notice for unlawful absences. First Legal Notice will be sent to the York County Office of Children, Youth, and Families. 4. Attendance will be taken at the beginning of each period by the teacher. Note: The lack of a note providing a justifiable reason for the absence from a parent/guardian after three (3) school days constitutes an unlawful absence. A team approach involving parent(s)/guardian(s) input will be used to determine a plan for improvement. Medical Note – Students with ten (10) or more absences, without a doctor's note, will be placed on a medical note. This status requires that students must provide a medical note for each absence from school. Failure To Report To Class – Student will receive one (1) unlawful absence for not reporting to four (4) consecutive class periods during the morning or during the afternoon.

SC 1332, 1339 SC 1333, 1338	<u>Tardiness To School</u> Students must arrive on time each school day at 7:50 a.m. Students should enter at the time of the first bell in order to get to their class on time. All students who enter the building after the late bell are late and will be recorded as tardy. If no bell exists, lateness will be determined by the teacher. High School Tardy Policy 2 tardies (arrival after the late bell) = ½ day unlawful 4 tardies (arrival after the late bell) = 1 day unlawful 8 tardies (arrival after the late bell) = 2 days unlawful 12 tardies (arrival after the late bell) = 3 days unlawful = First Legal Notice 4 unlawful days = Citations with fines per PA School Code. 1. Third day – Administrators or school personnel will notify parent (s)/guardians(s) with a First Legal Notice. 2. Subsequent unlawful absences will result in citations and notification to ~~York County Children and Youth Services~~ York County Office of Children, Youth, and Families after a parent has received a First Legal Notice. Any student who is tardy to school must provide a note ~~or telephone call from~~ or be accompanied by a parent/guardian or present a valid document, such as a doctor's note or court order, in order to have the tardy recorded as excused. In the absence of such information from parent/guardian or documentation, the student will be assessed an unexcused/unlawful absence. Any student found in the building without having properly signed in will be considered as trespassing and may be cited and/or suspended.
School Code 510,1301,1302,1318, 1327,1329,1330,1332 ,1333,1338,1339,135 4,1546 PA Code Title 22 Sec. 11.1, 11.2, 11.3, 11.5, 11.11, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.28, 11.32, 11.34, 11.14 Board Policy 115, 117, 118	

SCHOOL DISTRICT OF THE CITY OF YORK DRAFT 4/04/11

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE CODE AND PROCEDURES FOR ELEMENTARY SCHOOLS

ADOPTED: September 20, 2006

REVISED: September 22, 2010

	218.3. STUDENT DISCIPLINE CODE AND PROCEDURES FOR ELEMENTARY SCHOOLS
1.Purpose Title 22 Sec. 12.2,12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218	This Discipline Code and Procedures shall be followed when a student is referred to the office. The referring individual should indicate, when appropriate, that prior to this visit the referring individual has attempted to deter the student from misconduct through discussion, withdrawal of privileges, separation, ~~isolation~~, parental contact, or other methods. In all instances in which detention or suspension is assigned, it is required that parental contact be established. Administrators shall make every effort to decide the best corrective or disciplinary measures on a case-by-case basis. Contacting a parent is defined as speaking to them face to face, by telephone or by email with a response and documentation of that contact.
2. Authority SC 510, 1317, 1318 Title 22 Sec 12.2, 12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218	**Office Disciplinary Referrals** Generally, office visits may include one or more of the following corrective measures: 1. Peer mediation/conflict resolution. 2. Parental conference/contact. 3. Counseling or alternative services. 4. Administrator assigned detention. 5. Saturday detention. (if available) 6. Internal suspension (if available). 7. External suspension. Additional corrective measures may be determined by an administrator. This may include a recommendation for expulsion.

2. Guidelines	**Disciplinary Action**
Pol. 113.1, 218, 220, 233	**General Rule:** For purposes of this discipline code and procedure, the word "consequences" and the phrases "corrective measures" and "disciplinary action" shall include, but not be limited to: peer mediation/conflict resolution, counseling, detention, internal/external suspension, alternative placement, expulsion, school counselor referral, other counseling support services, Comprehensive Student Support Team (CSST), ~~School Wide Positive Behavior Support (SWPBS)~~ a variety of School Wide Positive Behavior Support (SWPBS) strategies and/or Bullying Referral/General Statement.
Pol. 113.1, 218, 233	**Fighting** Students shall receive corrective measures for fighting on the way to and from school, at school-sponsored activities and on school property. Depending upon the severity of the fighting, criminal charges will be filed against the participating individuals. The following steps shall be implemented: 1. Employee responds to the offense using the following measures: a. Verbal direction to cease and desist. b. Disperse crowd. c. Separate students using reasonable force. d. Employee then reports to the administrator. 2. Administrator determines corrective measures. Parent(s)/Guardian(s) must be contacted and informed of the corrective measures taken. A parental conference will be held. 3. If one (1) of the following criteria is met, a suspension of up to ten (10) days shall be assigned by an administrator. a. Injury or attempt to cause injury to student. b. Injury or attempt to cause injury to staff. c. Injury or attempt to cause injury to bystander. d. Destruction of school property. e. Failure to cease and desist upon request.

	An administrator shall attempt to determine which student(s) instigated/aggravated the fight. Student(s) who were the victim(s) of a fight but were not engaged shall not be disciplined.
Pol. 218, 220	**<u>Inappropriate/Obscene Gestures, Language Or Written Abuse</u>** 1. Employee responds to offense with corrective measures. Employee may then report to the administrator and document the incident with an anecdotal record and/or elementary discipline referral form. 2. Administrator or designee determines such additional corrective measures or disciplinary action. Parent(s)/Guardian(s) shall be informed of the offense and the additional corrective measures taken.
Pol. 218.2, 248	**<u>Abuse/Bullying/Threats/Harassment Included but not limited to: Verbal, Written, Cyber, Sexual, Racial, Gender, Religious, etc.</u>** 1. Employee responds to offense with appropriate corrective measures. Employee then shall report to the administrator and document the incident with an anecdotal or other record. 2. Administrator will follow "~~I~~ i Respect Anti-Bullying Initiative" procedure. 3. Administrator or designee ~~(school counselor)~~ will contact parent(s)/guardian(s) of the victim and student who committed the offense. ~~Administrator or designee determines additional corrective measures for repeated incidents.~~ 4. Children who commit repeated incidents of ~~verbal~~ abuse, bullying, harassment or threats to other students or school employees will be referred to the ~~Bullying Prevention Committee~~"~~I~~ i Respect Anti-Bullying Initiative", ~~administration~~, administrator~~, CSST, SWPBS at risk coordinator (if available), school safety and security officer (if available),~~ school psychologist~~, school counselor (if available)~~ and/or other counseling support services for further appropriate corrective measures. Depending upon the severity of the incident(s), charges may ~~will~~ be filed against the individual(s) involved.
Pol. 212, 213	**<u>Failure To Return Required Forms</u>** 1. Teacher notifies parent(s)/guardian(s) by note or telephone. At least three (3) attempts should be made and documented.

	2. Teacher reports continued problems to administrator.
Pol. 224	3. Administrator notifies parent(s)/guardian(s) and may take other appropriate corrective measures.
	<u>Stealing/Defacing/Vandalizing School Property</u>
	1. Administrator is notified.
	2. Administrator informs parent(s)/guardian(s) and may request a conference.
Pol. 218	3. Administrator applies appropriate corrective measures. In cases of defacing or damaging school property, the student/parent(s)/guardian(s) may be held financially responsible for the damage or charges may be filed.
	<u>Intentional Disruption of The Educational Process/Willful Disrespect Toward School Personnel</u>
	1. Employee responds to the offense with appropriate corrective measures. Employee will make contact with the parent(s)/guardian(s) to inform of inappropriate behavior. Employee may then report to the administrator and/or document the incident with an anecdotal record and/or disciplinary referral form.
	2. After conferring with teacher, and/or school employee, administrator may assign additional corrective measures.
Pol. 245	3. With repeated offenses, the student will be referred to administrator or designee ~~school counselor (if available)~~, CSST, SWPBS, school psychologist, an appropriate social agency and/or other counseling support services, ~~at risk coordinator (if available) and safety and security officer (if available),~~ in addition to all corrective measures available.
Pol. 218	**<u>Refusal To Identify Oneself</u>**
	Administrator, teacher, and/or school employee may confer to determine the corrective measure to be taken depending on the seriousness of the violation.
	<u>Trespassing</u>
	Any student on external suspension or expulsion shall be considered to be trespassing if the student is in any school district building and on any school grounds or property without the prior consent and knowledge of the school administrator.
Pol. 222	The administrator shall contact the school safety and security officer and/or police and file charges where appropriate.

	<u>Possession Or Use Of Tobacco products</u> Pennsylvania Act 168 and school district policies prohibit the possession or use of tobacco products or paraphernalia (lighters, matches, etc.) by students on all school grounds, school vehicles, and during all school-related activities. Any student who, upon arrival to school, immediately turns in any prohibited tobacco items and paraphernalia shall not be disciplined and the items shall be confiscated by school personnel. All tobacco items and paraphernalia will be confiscated by teachers and staff and turned into the administrators for disposal. All disciplinary action will be consistent with state law. The following action shall take place: 1. Contact parent(s)/guardian(s) and hold conference. 2. Administrator(s) shall determine other necessary corrective measures.
Pol. 218	**<u>Plagiarizing And/Or Cheating On School Assignments</u>** 1. No credit will be given for the assignment and the teacher will contact parent(s)/guardian(s) for conference. 2. Additional incidents will result in a referral to ~~(~~CSST, SWPBS, ~~school counselor (if available),~~ school psychologist ~~at risk coordinator~~ and/or other counseling support services.~~),~~ 3. Administrator and teacher will confer to determine other appropriate corrective measures to be taken.
Pol. 218	**<u>Forging, Altering Notes Or Passes And/Or Possession Of Unauthorized Passes</u>** Forging or altering notes or passes includes forging a signature or making any change to any note or pass. 1. Parent(s)/Guardian(s) will be contacted by teacher and/or conference held. 2. Administrator and teacher will confer to determine other appropriate corrective measures to be taken.
Pol. 218	**<u>Unauthorized Use Of School Property</u>** 1. Contact parent(s)/guardian(s) for conference.

Pol. 218	2. Administrator will take other appropriate corrective measures. **<u>Unauthorized Use Of Computers</u>** Such use includes, but is not limited to: 1. The use or the viewing of obscene or illegal materials or indulging in activities in support of such activities. 2. The use of network accounts for non-school related activities. 3. Copying or using unauthorized copies of commercial software. 4. Any violations of the current internet usage policy. Corrective Action Options: 1. Loss of computer privileges. Administrators determine the length of time. Conference with parent(s)/guardian(s). 2. Administrator will determine other appropriate corrective measures.
Pol. 221, 221.1	**<u>Failure To Wear Appropriate School Attire</u>** 1. Tank tops, tube tops, halter tops, low-cut shirts (front, back, and sides), or mid-level revealing shirts are not permitted. 2. Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language, and lewd or illegal behavior are not permitted. ~~3.~~ Hats, head coverings, head bands, and sunglasses are not to be worn and/or carried in school. ~~Exceptions are required medical documentation or for religious purposes.~~ Exceptions for religious or medical purposes require documentation. 4. Bare feet, flip flops, or athletic slides are not permitted. 5. Skirts, shorts, and dresses shall be no shorter than mid-thigh length. 6. Transparent or immodest clothing, which attracts undue attention, will not be permitted. 7. Clothing with ornamentation (chains, studded bracelet or belts, or other items not commonly sold or accepted as clothing or jewelry) which will scratch or mark furniture or presents possible danger or injury to the wearer or others is not permitted. 8. Clothing intended for outer wear (coats, jackets of any weight, rain gear) shall not be worn during the school day unless under emergency circumstances approved by the principal. 9. Students are ~~not~~ encouraged not to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance.

	10. Pajamas, slippers and clothing which are intended for sleep wear are prohibited. ~~No article of clothing with a hood, including shirts, blouses, sweaters, sweat shirts or jackets may be worn.~~
	11. Pants and skirts worn below the waist will not be permitted. First occurrence – Teacher gives verbal warning. Second occurrence – Teacher will give verbal warning. Student will also receive a copy of the Attire Policy and a Uniform Violation Report Form to be sent home, signed by parent/ guardian and returned to teacher. Third through eighth occurrence – Teacher detention of fifteen (15) minutes. Detention may be assigned after school or during recess. Student will also receive a Uniform Violation Report Form to be signed by parent/guardian. A copy will be given to the administrator and a conference will be held with an administrator. Ninth and subsequent occurrence –Teacher will issue Uniform Violation Report Form and Behavior Referral. Administrator may assign thirty (30) minutes of school
Pol. 204.1	detention.
	<u>Failure To Report Where Assigned</u>
Pol. 204.1	Administrator/designee shall contact parent(s)/guardian(s) and determine appropriate corrective measures.
	<u>Failure To Report To Class Or Leaving School Without Permission</u>
	1. Administrator or teacher shall contact parent(s)/guardian(s). 2. Administrator shall determine appropriate corrective measures.
Pol. 218	3. School Security and Safety Officer (if available) may be called to assist with the situation.
	<u>Gambling And Gambling Paraphernalia</u>
Pol. 218	1. Confiscate gambling paraphernalia and/or money and notify parent(s)/guardian(s). 2. Administrator shall determine appropriate corrective measures.
	<u>Food And/Or Drink</u>
Pol. 218	All food and drink in schools must be consumed in the cafeteria unless authorized by an administrator for special circumstances.

	<u>Electronic Devices</u> During the school day, all students are prohibited from using and displaying any electronic devices including but not limited to cell phones, pagers, personal audio, video games, visual equipment. These devices must be turned off and out of view Laser lights and shock devices are prohibited at all times. The resulting action shall include: 1. First occurrence –The electronic device will be confiscated by school personnel and given to an administrator. A Parent/Guardian MUST claim the device. 2. Second and subsequent occurrences – The electronic device will be confiscated by school personnel. Then an administrator will determine additional corrective measures.
Pol. 218.1	Any personal property brought to school is not the responsibility of the school district if lost or stolen. **<u>Weapons</u>** The School District of the City of York prohibits the possession of weapons on all school property, in all school buses, and at all school-related activities. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury. *Students will be informed of this policy. Any student who, upon arrival to school, immediately turns in any banned object(s) shall not be disciplined, although an administrator shall confiscate the object(s). 1. Administrators or professional employees may search for and confiscate items as outlined in Board policy. Another staff member must be present as a witness at the time of any search. An administrator shall retain any confiscated item(s) and shall inform parent(s)/guardian(s). Any confiscated items may be turned over to the school resource officer ~~(if available)~~ or police officer. 2. A report of the offense shall be made to the Superintendent through the "Serious Incident Reporting Procedure." 3. School, security and safety officer or police officer ~~(if available)~~ may be called to assist with the situation.

Pol. 218.1	4. Appropriate corrective action will be taken pursuant to policy 218.1. 5. The student may be excluded from school and all school property/grounds pending an expulsion hearing.
Pol. 218	**<u>Look-Alike Weapons</u>** 1. Administrators or professional employees may search for and confiscate items as outlined in Board policy. 2. Administrator confiscates items and informs parent(s)/guardian(s). 3. Appropriate corrective measures will be taken up to and including expulsion.
Pol. 248 Pol. 227 Pol. 218.2	**<u>Criminal Behavior and School Discipline</u>** Any student who commits a criminal offense will be recommended for possible expulsion or other appropriate placement. Police will be contacted and charges may be filed if deemed appropriate. Criminal offenses include, but are not limited to: 1. Arson. 2. Assault/Violent acts. 3. Disorderly conduct/harassment as defined by state law. 4. Extortion. 5. Indecent exposure/offenses sexual in nature. 6. Theft. 7. Criminal mischief. 8. Robbery. 9. Possession, sale or use of controlled substances, alcoholic beverages or look-alike drugs. 10. Leading or participating in a school riot or other disturbance on school property. 11. Terroristic threats. In each case, the administrator will:

Pol. 227 Pol. 223 School Code 24 P.S. Section 510, 1317, 1318 State Board of Education Regulations 22 PA Code Sec. 12.2,12.3, 12.5, 12.6; 403.1 NCLB Act of 2001 20 U.S.C. Sec. 7114	1. Report the offense to the Superintendent through the "Serious Incident Reporting Procedure" and inform parent(s)/guardian(s). ~~2.~~ Contact the Local Police Department or School Security and Safety Officer for possible criminal charges. ~~The school security and safety officer (if available) will be contacted.~~ 3. Refer student to appropriate agency for evaluation and assessment. 4. Complete the procedures required by the reporting form (Summary of Incident Follow-Up). 5. Possession or sale of illegal drugs, look-alike drugs, or alcoholic beverages will bring an automatic recommendation of expulsion. Prior to the return to school program, the administrator will refer the student to CSST, SWPBS, ~~school counselor, school safety and security officer, at-risk coordinator~~ and/or other counseling support services within a specified time. 6. All criminal offenses may be referred for an expulsion hearing. **Note:** Assault against any employee of the school district becomes a second-degree felony. Charges will be filed when appropriate under state law against student(s) who assault any employee of the school district. The student may be excluded from school and all school property/grounds pending an expulsion hearing. <u>Action To Suspend Or Expel From School</u> Refer to Board policy – 113.1, 204, 204.1, 212, 213, 218, 218.1, 218.2, 220, 221, 221.1, 222, 224, 227, 233, 245, 248

SCHOOL DISTRICT OF THE CITY OF YORK DRAFT 4-04-11

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE CODE AND PROCEDURES FOR MIDDLE SCHOOLS

ADOPTED: September 20, 2006

REVISED: September 22, 2010

	218.4 STUDENT DISCIPLINE CODE AND PROCEDURES FOR MIDDLE SCHOOLS
1. Purpose Title 22 Sec. 12.2,12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218	This Discipline Code and Procedures shall be followed when a student is referred to the office. The referring individual should indicate, when appropriate, that prior to this visit the referring individual has attempted to deter the student from misconduct through discussion, withdrawal of privileges, separation, ~~isolation~~, parental contact, or other methods. These interventions must be documented and included with the office referral. In all instances in which detention or suspension is assigned, it is required that parental contact be established. Administrators shall make every effort to decide the best corrective or disciplinary measures on a case-by-case basis. Contacting a parent is defined as speaking to them face to face, by telephone or by email with a response and documentation of that contact.
2. Authority SC 510, 1317, 1318 Title 22 Sec 12.2, 12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218, 233	**<u>Office Disciplinary Referrals</u>** Generally, office visits may include one or more of the following corrective measures: 1. ~~Peer~~ Mediation/conflict resolution. 2. Parental conference/contact. 3. Counseling or alternative services. 4. Administrator assigned detention. 5. Early dismissal Wednesday detention.
3. Guidelines Pol. 113.1, 218, 220, 233	6. Saturday detention (if available). 7. Community/school service with parental permission. 8. Suspension ~~or CER (Character Education Room if available).~~

	9. Additional corrective measures as an administrator may determine as necessary, including expulsion.
Pol. 218	**<u>Disciplinary Action</u>** **General Rule:** For purposes of this discipline code and procedure, the word "consequences" and the phrases "corrective measures" and "disciplinary action" shall include, but not be limited to, ~~peer~~ mediation/conflict resolution, counseling, detention, Saturday detention, Wednesday detention, community/school services, internal/external suspension, alternative placement, expulsion, guidance counselor referral, and/or other counseling support services, ~~Bullying Committee Referral.~~ **<u>Fighting</u>** Students shall receive corrective measures for fighting on the way to and from school, at school-sponsored activities and on school property. Depending upon the severity of the fighting, criminal charges will be filed against the participating individuals. The following steps shall be implemented: 1. Employee responds to the offense with appropriate corrective action, completes an official office referral form and student is sent to the administrator. Employee then reports to the administrator. 2. Administrator will suspend student. Parent(s)/Guardian(s) must be contacted and informed of the suspension. A parental conference must ~~should~~ be held ~~(if applicable)~~ prior to students return to school. 3. First occurrence – Referral for appropriate counseling service including SPARK, in addition to suspension. 4. Subsequent occurrences – External suspension; student behavior will be monitored for possible Alternative School referral. 5. If one (1) of the following criteria is met, a suspension of up to ten (10) days will be assigned by an administrator. The school resource officer ~~(if available)~~ or city police shall be contacted and additional charges ~~will~~ may be filed: a. Injury or attempt to cause injury to student. b. Injury or attempt to cause injury to staff. c. Injury or attempt to cause injury to bystander.
Pol. 218, 220	d. Destruction of school property.

Pol. 218.2, 248	e. Failure to cease and desist upon request. 6. Student may be expelled. An administrator shall attempt to determine which student(s) instigated/aggravated the fight. Student(s) who were the victim(s) of a fight but were not engaged shall not be disciplined. **<u>Inappropriate/Obscene Gestures, Language Or Written Abuse</u>** Undirected Profanity: 1. Employee responds to offense with documented corrective measures. ~~Employee may then report to the administrator and document the incident with an anecdotal or other record.~~ 2. Administrator determines such additional corrective measures or disciplinary action that may include detention or suspension. Parent(s)/Guardian(s) shall be informed of the offense and the additional corrective measures taken. Directed Profanity to Staff: 1. May result in a charge of disorderly conduct. 2. The student ~~will~~ may be assigned three (3) days external suspension. Future violations may require additional consequences.
Pol. 212, 213	**<u>Abuse/Bullying/Threats/Harassment Included but not limited to: Verbal, Written, Cyber, Sexual, Racial, Gender, Religious, etc.</u>** **~~/Bullying/Threats/Harassment~~** 1. Employee responds to offense with appropriate corrective measures. Employee then shall report to the administrator and document the incident with an anecdotal or other record. 2. Administrator will follow "~~I~~ i Respect Anti-Bullying Initiative" Procedures. ~~Administrator determines additional corrective measures, which may include detention, suspension or referral to alternative education.~~ 3. Administrator or designee will contact parent(s)/guardian(s) of the victim and student who committed the offense. 4. Children who commit repeated incidents of ~~verbal~~ abuse, bullying, harassment, or threats to other students or school employees will be referred to the ~~Bullying~~

Pol. 221	~~Prevention Committee,~~ administrator, " Respect Anti-Bullying Initiative" Process CSST, SWPBS, SPARK, ~~at risk coordinator (if available), character ed teacher (if available),~~ school psychologist, counselor and/or other counseling support services for further appropriate corrective measures. 5. Depending upon the severity, charges ~~will~~ may be filed and disciplinary actions such as suspension and/or alternative education will result.
Pol. 224	**Failure To Return and Update Required Forms** 1. Teacher notifies parent(s)/guardian(s) by note or telephone. Teacher detention may be assigned. 2. Teacher reports continued problems to administrator. 1. Administrator notifies parent(s)/guardian(s) and may take other appropriate corrective measures.
Pol. 218	**Failure To Wear Required Gym Attire & Have School Materials** 1. First, second and third occurrence – Warning by staff or assign teacher detention. Parent(s)/Guardian(s) contacted. 2. Fourth occurrence – One (1) school detention per incident may be assigned.
Pol. 218	**Stealing/Defacing/Vandalizing School Property** 1. Administrator is notified. 2. Administrator informs parent(s)/guardian(s) and will request a conference. 3. Administrator applies appropriate corrective measures which may include detention, suspension or referral to alternative education. In cases of defacing or damaging school property, the student will be responsible to clean and/or repair damages if possible. The student/parent(s)/guardian(s) ~~will~~ may be held financially responsible for the damage. Charges may be filed. 4. Consequences will be consistent with state/federal law.
	Intentional Disruption Of The Educational Process ~~*Refer to leveling of discipline.~~ 1. Employee responds to the offense with appropriate corrective measures. Employee may then report to the administrator and document the incident with an anecdotal or disciplinary referral.

	2. The administrator will take appropriate progressive disciplinary measures.
Pol. 245	3. Administrator and teacher may confer to determine the additional corrective measures.
	Disrespect/Defiance Toward School Personnel
	1. Administrator will contact parent(s)/guardian(s) after the first offense with appropriate corrective action that may include detention or suspension.
Pol. 218	2. Administrator and school employee may confer to determine the progressive corrective measures for additional offenses.
	Refusal To Identify Oneself ~~*Refer to leveling of discipline.~~
	Administrator will take appropriate corrective measures that shall include detention or suspension.
Pol. 222	**Student Identification Cards**
	If a student (1) fails or refuses to wear and display his or her respective identification card upon request by school personnel; or (2) wears or displays an identification card to school personnel that is not his or her respective identification card; or (3) allows another student to use his or her respective identification card; or (4) alters his or her respective identification card, such student will be subject to the following disciplinary action: 1. A warning. 2. The student will be assigned an administrative detention. 3. The student will be assigned one day of IS.
	Planners
	All students will be required to carry planners signed by staff at all times. Failure to carry a signed planner will result in the following and the student will be given: 1. A warning. 2. The student will be assigned an administrative detention. 3. The student will be assigned one day of IS.
	Security Breach
	1. Any student who opens an external door during school hours will receive

	three days external suspension. 2. Any student who enters the school building through any other door than the main entrance will receive three days external suspension.
Pol. 218	**Trespassing** Any student on external suspension or expulsion shall be considered to be trespassing if the student is in any school district building and on any school grounds or property without the express consent and knowledge of the school administrator. The administrator shall contact the NCLB officer, school safety and security officer ~~(if available), and/~~or police and file charges where appropriate.
Pol. 218	**Possession Or Use Of Tobacco Products** Pennsylvania Act 168 and school district policies prohibit the possession or use of tobacco products or paraphernalia (lighters, matches, or other incendiary devices) by students on all school grounds, school vehicles and during all school-related activities.
Pol. 218	Any student who, upon arrival to school, immediately turns in any prohibited tobacco items and paraphernalia shall not be disciplined and the items shall be confiscated by staff personnel.
Pol. 218	All tobacco items and paraphernalia will be confiscated by teachers and staff and turned into the administrators for disposal. All disciplinary action will be consistent with state law. The following action shall take place: 1. Contact parent(s)/guardian(s). 2. Administrator(s) will suspend.
	Plagiarizing And/Or Cheating On School Assignments 1. No credit will be given for the assignment and contact parent(s)/guardian(s) for conference. 2. Second offense – one (1) school detention. 3. Repeat offenders will be suspended.
	Forging, Altering Notes Or Passes And/Or Possession Of Unauthorized Passes Forging or altering notes or passes includes forging a signature or making any change to any note or pass.

Pol. 221	1. Parent(s)/guardian(s) contacted and administrator assigned detention. 2. Parent(s)/Guardian(s) contacted~~, detention~~ and~~/or~~ suspension may be assigned. 3. Two or more offenses will result in suspension. **<u>Unauthorized Use Of School Property</u>** 1. Contact parent(s)/guardian(s) for conference. 2. Administrator will take other appropriate corrective measures. **<u>Unauthorized Use of Computers</u>** Such use includes, but is not limited to: 1. The use or the viewing of obscene or illegal materials or indulging in activities in support of such activities. 2. The use of network accounts for non-school related activities. 3. Copying or using unauthorized copies of commercial software. 4. Any violations of the current internet usage policy. <u>Correction Action Options</u>: 1. Loss of computer privileges. Administrators determine the length of time. Conference with parent(s)/guardian(s). 2. Administrator will determine other appropriate corrective measures that will include detention or suspension. 3. Subsequent Incidences: Permanent loss of internet privileges for the remainder of the school year.
Pol. 204.2	**<u>Failure To Wear Appropriate School Attire</u>** 1. Tank tops, tube tops, halter tops, low-cut shirts (front, back, and sides) or mid-level revealing shirts are not permitted. 2. Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language and lewd or illegal behavior are not permitted. 3. Hats, head coverings, head bands and sunglasses are not to be worn and/or carried in school. Exceptions are required medical documentation for

	religious purposes. 4. Bare feet, flip flops and athletic slides are not permitted. 5. Skirts, shorts and dresses shall be no shorter than mid-thigh length.
Pol. 204.2	6. Transparent or immodest clothing, which attracts undue attention, will not be permitted. 7. Clothing with ornamentation (chains, studded bracelet or belts, or other items not commonly sold or accepted as clothing or jewelry) which will scratch or mark furniture or presents possible danger or injury to the wearer or others is not permitted. 8. Clothing intended for outer wear (coats, jackets of any weight, rain gear) shall not be worn during the school day unless under emergency circumstances approved by the principal. 9. Students are not encouraged to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance.
Pol. 218	10. Pajamas, slippers and clothing which are intended for sleep wear are prohibited. ~~No article of clothing with a hood, including shirts, blouses, sweaters, sweat shirts or jackets may be worn.~~ 11. Pants and skirts worn below the waist will not be permitted.
Pol. 218	First Occurrence-Students failing to wear appropriate school attire will be sent home to change clothing and return to school in one hour in the appropriate attire and parent contact. Second Occurrence-Teacher will give warning, 15 minute detention and parent contact. Third Occurrence-30 minute Administrator detention assigned and parent contact. Fourth Occurrence-Internal suspension.~~/Character Ed.~~
Pol. 218	**<u>Failure To Report To Assigned Detention or Holding Room</u>** 1. Failure to report to a teacher assigned detention within two (2) nights after it is assigned will result in administrator assigned detention. 2. Failure to serve administrator assigned detention results in IS. Parent(s)/guardian(s) shall be contacted. ~~may result in a suspension~~. 3. Failure to report to the holding room will result in a suspension. ~~4. Additional corrective measures will be determined by administrator.~~ **<u>Failure To Report To Class Or Leaving School/Class Without Permission</u>** 1. Contact parent(s)/guardian(s) and one (1) day internal suspension. 2. Second – ~~Internal school suspension plus after school detention.~~ Contact

Pol. 218.1	parent(s)/guardian(s) and two (2) days IS. Hold conference with parent(s)/guardian(s). 3. Third or subsequent occurrence – External school suspension. Conference with parent(s)/guardians(s). Referral for counseling/SPARK or other school intervention. **<u>Gambling And Gambling Paraphernalia</u>** 1. Confiscate gambling paraphernalia and/or money. 2. If actively involved in gambling, the student may be suspended. **<u>Food And/Or Drink</u>** All food and drink in schools must be consumed in the cafeteria unless authorized by administration for special circumstances. 1. Confiscate food/drink. Repeated offenses may result in an office discipline referral. **<u>Electronic Devices</u>** All students are prohibited from using and or displaying any electronic devices during the school day. If a student uses an electronic device, (which includes but is not limited to cell phones, iPods, PSPs, video games, and any other hand held electronic devices, etc.) ~~between the hours of 8:15 a.m. and 3:00 p.m.~~ from the start to the end of the school day, for non-instructional purposes, the following steps will be taken to remedy the situation: All electronic devices including cell phones, must be placed in a students locker and turned off during the school day. Failure to comply may result in the following: 1. Electronic device will be confiscated by school staff. 2. Student's parent must pick up the device. The device will not be returned to the student. 3. Electronic devices used to start or to escalate disruptive situations will result in the following: a. A suspension of up to 3 days b. Disorderly conduct charge or other charges as determined by the School Resource Officer or Police Officer.

Pol. 226, 226.1	Any personal property brought to school is not the responsibility of the school district if lost or stolen. The school provides lockers to students; it is in the students' best interest to lock up all of their personal property.
	<u>Weapons</u>
	The School District of the City of York prohibits the possession of weapons on all school property, in all school buses and at all school-related activities.
Pol. 218.1 Pol. 218	The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon and/or 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; 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.
Pol. 248	Students will be informed of this policy. Any student who, upon arrival to school, immediately turns in any banned object(s) shall not be disciplined, although an administrator shall confiscate the object(s).
Pol. 227	1. Administrators or professional employees may search for and confiscate items as outlined in Board policy**.** Another administrator or district official must be present at the time of any search as a witness. An administrator shall retain any confiscated item(s) and shall inform parent(s)/guardian(s). Any confiscated items may be turned over to the school resource officer.
Pol. 218.2	2. Administrator retains any confiscated item and shall inform parent(s)/guardian(s).
	3. Report the offense to the Superintendent through the "Serious Incident Reporting Procedure."
	4. Appropriate corrective action will be taken pursuant to policy 218.1.
	5. The student may be excluded from school and all school property/grounds pending an expulsion hearing.
	<u>Look-Alike Weapons</u>
	1. Administrators or professional employees may search for and confiscate items as

Pol. 227	outlined in Board policy. 2. Administrator confiscates items and informs parent(s)/guardian(s). 3. Appropriate corrective measures will be taken up to and including expulsion. **<u>Criminal Behavior and School Discipline</u>** Any student who commits a criminal offense will be recommended for possible expulsion or other appropriate placement. Police will be contacted and charges filed if deemed appropriate. Criminal offenses may include, but are not limited to: 1. Arson. 2. Assault/Violent acts. 3. Disorderly conduct/harassment as defined by state law. 4. Extortion.
Pol. 223	5. Indecent exposure/offenses sexual in nature. 6. Theft. 7. Criminal mischief. 8. Robbery. 9. Possession, sale or use of controlled substances, alcoholic beverages or look-alike drugs.
School Code 24 P.S. Section 510, 1317, 1318 State Board of Education Regulations 22 PA Code Sec. 12.2,12.3, 12.5, 12.6; 403.1 NCLB Act of 2001 20 U.S.C. Sec. 7114	10. Leading or participating in a school riot or other disturbance on school property. 11. Terroristic threats (Verbal or written). 12. Pulling the fire alarm. In each case, the administrator will: 1. Report the offense to the Superintendent through the “Serious Incident Reporting Procedure”. Inform parent(s)/guardian(s). 2. Contact the York City Police Department for possible criminal charges. 3. Refer student to appropriate agency for evaluation and assessment.

	4. Administrator may suspend the student up to10-days. 5. Complete the procedures required by the reporting form (Summary of Incident Follow-Up). 6. Possession, sale of illegal drugs, look-alike drugs or alcoholic beverages will bring an automatic recommendation of expulsion. The administrator will refer the student to the SPARK team within a specified time. 7. The Administrator may refer the incident to an expulsion hearing. **Note:** Assault against any employee of the school district is a second-degree felony. Charges will be filed against student(s) who assault any employee of the school district. The student may be excluded from school and all school property/grounds pending an expulsion hearing. <u>Action To Suspend Or Expel From School</u> Refer to Board policy – 113.1, 204, 204.2, 212, 213, 218, 218.1, 218.2, 220, 221, 221.1, 222, 224, 226, 226.1, 227, 233, 245, 248 <u>Tardiness To Class</u> 1. After first tardy, a warning will be given by the teacher. The warning will be documented by the teacher to track and monitor the student's lateness to class. Documentation is essential, and therefore mandatory, in curtailing student tardiness to class. 2. After the second tardy – The teacher will assign the student to teacher detention not to exceed fifteen (15) minutes. Failure to attend teacher detention will result in the student being referred to the administrator for school detention. The parent(s)/guardian(s) shall be informed of all disciplinary action. 3. After the third tardy, school detention will be assigned. Parent(s)/Guardian(s) will be contacted. Note: All students will be considered tardy after the late bell, or if no bell exists, as determined by the teacher.

SCHOOL DISTRICT OF THE CITY OF YORK DRAFT 4/4/11

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE CODE AND PROCEDURES FOR HIGH SCHOOL

ADOPTED: September 20, 2006

REVISED: September 22, 2010

	218.5. STUDENT DISCIPLINE CODE AND PROCEDURES FOR HIGH SCHOOL
1. Purpose Title 22 Sec. 12.2,12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218	This Discipline Code and Procedures shall be followed when a student is referred to the office. The referring individual should indicate, when appropriate, that prior to this visit the referring individual has attempted to deter the student from misconduct through discussion, withdrawal of privileges, separation, ~~isolation,~~ parental contact, or other methods. ~~In all instances in student discipline, all teachers and administrators are required to establish parental contact via email or telephone.~~ In all instances in which detention or suspension is assigned, it is required that parental contact be established. Contacting a is defined as speaking to them face to face, directly by telephone, ~~directly,~~ ~~and/or a conversation~~ or via email with a response and documentation of that contact.
2. Authority SC 510, 1317, 1318 Title 22 Sec 12.2, 12.3, 12.5, 12.6, 403.1 Pol. 113.1, 218, 233	Administrators shall make every effort to decide the best corrective or disciplinary measures on a case-by-case basis. **<u>Office Disciplinary Referrals</u>** Generally, office visits may include one or more of the following corrective measures: 1. ~~Peer mediation/~~Conflict resolution. 2. Parental conference/contact. 3. Reflection log/form 4. Counseling or alternative services. 5. Teacher assigned detention. 6. Administrator assigned detention.

3. Guidelines Pol. 113.1, 218, 220, 233	7. Saturday detention (if available). ~~CER. (Character Education Room).(If available)~~ 8. Suspension. Additional corrective measures as an administrator may determine as necessary, including expulsion. **<u>Disciplinary Action</u>** **General Rule:** For purposes of this discipline and procedure, the word "consequences" and the phrases "corrective measures" and "disciplinary action" shall include, but not be limited to, ~~peer mediation/~~conflict resolution, counseling, detention, Saturday detention if available, twilight, ~~CER(if available)/~~external suspension, alternative placement, student assistant program (SAP), ~~at-risk coordinator referral~~, functional behavioral assessment, positive behavioral support plan, expulsion, guidance counselor referral, Comprehensive Student Support Team (CSST), School-wide Positive Behavior Support (SWPBS), school within a school (SWIS). ~~and/or Bullying Committee Referral. In the event that Bearcat Rule has been issued "corrective measures" and or "disciplinary action" for tardiness to class or cell phone use will be amended as stated in the Student Discipline Code.~~
Pol. 218	**<u>Bearcat Rule</u>** The Bearcat Rule is a disciplinary measure used by administrator(s) to decrease tardiness to class and class cuts. The building administrator(s) may invoke the Bearcat Rule in order to monitor and enforce the Tardiness to Class and Class Cut policies. Consequences will include detention/suspension.
Pol. 233 Pol. 233	**<u>Fighting</u>** Students shall receive corrective measures for fighting on the way to and from school, at school-sponsored activities and on school property. Depending upon the severity of the fighting, criminal charges will be filed against the participating individuals. The following steps shall be implemented: 1. Administrator will suspend for a period of up to ten (10) days depending on the outcome of the administrative investigation. ~~The student will be referred for a risk assessment, peer mediation and if deemed appropriate, they will be referred to an alternative education program.~~ 2. The student may be expelled. ~~The student will be referred to the school based police officer and charges may~~

	~~be filed.~~
	3. If one (1) of the following criteria is met, the school resource officer or city police shall be contacted and additional charges will be filed: a. Injury or attempt to cause injury to student. b. Injury or attempt to cause injury to staff. c. Injury or attempt to cause injury to bystander. d. Destruction of school property.
Pol. 204.3	e. Failure to cease and desist upon request. An administrator shall attempt to determine which student(s) instigated/aggravated the fight. Student(s) who were the victim(s) of a fight but were not engaged shall not be disciplined.
	<u>Tardiness To Class</u> 1. After the first tardy, a warning will be given by the teacher. The warning will be documented by the teacher to track and monitor the student's lateness to class. Documentation is essential, and therefore mandatory, in curtailing student tardiness to class. 2. After the second tardy, the student will be assigned a 15-minute teacher detention. Any student who fails to serve a teacher detention will be given an Administrator Assigned Detention. 3. After the third tardy, the student will be assigned an administrator assigned detention.
Pol. 204.3	4. After the fourth tardy, the student will be assigned one (1) day of IS ~~CER~~. At this point the cycle will begin again.
Pol. 204.3, 233	5. All students will be considered tardy after the late bell, or if no bell exists, as determined by the teacher schedule. **<u>Extreme Lateness (Greater than five [5] minutes after the late bell.)</u>** **1.** The student will be assigned teacher detention equivalent to the number of minutes late. **<u>Class Cut</u>**

Pol. 218, 220	Class Cut is defined as fifteen (15) minutes or more unexcused absence from class. A one (1) day external suspension will result. Refer to "Failure to Report to Class or Leaving without Permission" for disciplinary action. Extreme class cuts will result in one day immediate external suspension with parent contact by the administrator. **<u>Inappropriate/Obscene Gestures, Language Or Written Abuse</u>** 1. **Undirected Profanity:** a. Employee responds to offense with corrective measures. Employee may then report to the administrator and document the incident with an anecdotal or other record. b. Administrator determines such additional corrective measures or disciplinary action that may include detention or suspension. Parent(s)/Guardian(s) shall be informed of the offense and the additional corrective measures taken.
Pol. 218.2, 248	2. Directed Profanity to Staff: a. May result in a charge of disorderly conduct. b. The student will be assigned three (3) days external suspension. Future violations may require additional consequences. **<u>Abuse/Bullying/Threats/Harassment Included but not limited to: Verbal, Written, Cyber, Sexual, Racial, Gender, Religious, etc.</u>** **~~/Bullying/Threats/Harassment~~** 1. Employee responds to offense with appropriate corrective measures. Employee then shall report to the administrator and document the incident with an anecdotal or other record. ~~Administrator determines additional corrective measures, which may include detention, suspension or referral to alternative education.~~ 2. Administrator will follow "~~I~~ i Respect Anti-Bullying Initiative" procedures. 3. Administrator or designee will contact parent(s)/guardian(s)of the victim and student who committed the offense.
Pol. 224, 233	4. Children who commit repeated incidents of ~~verbal~~ abuse, bullying, harassment, or threats to other students or school employees will be referred to the ~~Bullying Prevention Committee~~, administrator, "~~I~~ i Respect Anti-Bullying Initiative" process, CSST, SPARK, SWPBS, ~~at-risk coordinator, character education~~

	~~teacher,~~ school psychologist, counselor other counseling services for further appropriate corrective measures. Referral to school within school program or development of a positive behavioral support plan () are additional options. 5. Depending upon the severity, charges may ~~will~~ be filed and disciplinary actions such as suspension and/or alternative education ~~will~~ may result.
Pol. 218, 233	**<u>Stealing/Defacing/Vandalizing School Property</u>** 1. Administrator is notified. 2. Administrator informs parent(s)/guardian(s) and will request a conference. 3. Administrator applies appropriate corrective measures which may include detention, suspension or referral to alternative education. In cases of defacing or damaging school property, the student may ~~will~~ be held responsible to clean and/or repair damages. The student/parent(s)/guardian(s) may ~~will~~ be held financially responsible for the damage. Charges may be filed. Consequences will be consistent with state/federal law.
Pol. 218, 233	**<u>Disruption Of The Classroom Environment</u>** 1. On the first offense, the employee responds to the offense with teacher warning. 2. On the second offense in the same class period, the student will be assigned teacher detention and a parent is contacted by the teacher. 3. On the third offense in the same day, the student will be referred to an administrator, parents will be called by administrator and one (1) day of IS ~~CER~~ or external suspension will be assigned. 4. Repeated offenses will be up to administrator discretion, but not less than one (1) day external suspension. 5. A charge of disorderly conduct may be filed.
Pol. 218, 233	**<u>Intentional Disruption Of The Educational Process</u>** 1. Employee responds to the offense with appropriate corrective measures. Employee will report to the administrator and document the incident with a discipline referral. 2. The administrator will take appropriate progressive disciplinary measures that may include detention and suspension. 3. Administrator and teacher may confer to determine corrective measures.

Pol. 245	4. A charge of disorderly conduct may be filed.
Pol. 245, 233	**Disrespect/Defiance Toward School Personnel** 1. Administrator will contact parent(s)/guardian(s) after the first offense with assigning one (1) day external suspension. 2. A charge of disorderly conduct may be filed.
	Refusal To Identify Oneself ~~Results in two (2) days of external suspension.~~ Administrator will take appropriate corrective measures that may include suspension.
Pol. 218	**Student Identification Cards** If a student **(1)** fails or refuses to wear and display his or her respective identification card upon request by school personnel; or **(2)** wears or displays an identification card to school personnel that is not his or her respective identification card; or **(3)** allows another student to use his or her respective identification card; or **(4)** alters his or her respective identification card, such student will be subject to the following disciplinary action: The Student will be given: 1. A warning. 2. The student will be assigned an administrative detention. 3. The student will be assigned one day of IS ~~CER or additional detention~~. The cycle will start over again.
	Planners All students will be required to carry planners signed by staff at all times. Failure to carry a signed planner will result in the following: The Student will be given: 1. A warning. 2. The student will be assigned an administrative detention. 3. The student will be assigned one day of IS ~~CER or additional detention.~~ The cycle will start over again.
Pol. 222	**Trespassing** Any student on external suspension or expulsion shall be considered to be trespassing if the student is in any school district building and on any school grounds

	or property without the express consent and knowledge of the school administrator. The administrator shall contact the school safety and security officer and/or police and file charges where appropriate. Trespassing charges will be filed. Security Breach 1. Any student, who opens an external during school hours, will receive three days external suspension. 2. Any student who enters the school building through any door other than the main entrance will receive three days external suspension.
Pol. 218	**Possession Or Use Of Tobacco Products** Pennsylvania Act 168 and school district policies prohibit the possession or use of tobacco products or paraphernalia (lighters, matches, or other incendiary devices) by students on all school grounds, school vehicles or during all school-related activities. Any student voluntarily turning in the banned objects will not be disciplined.
Pol. 218	All tobacco items and paraphernalia will be confiscated by teachers and staff and turned into the administrators for disposal. All disciplinary action will be consistent with state law. The following action shall take place: 1. Contact parent(s)/guardian(s). 2. Administrator(s) will suspend.
Pol. 218	**Plagiarizing And/Or Cheating On School Assignments** 1. Zero (0) grade for the assignment and contact parent(s)/guardian(s) for conference. 2. Second offense – one (1) Administrator assigned detention. 3. Repeat offenders will be suspended.
Pol. 218	**Forging, Altering Notes Or Passes And/Or Possession Of Unauthorized Passes** Forging or altering notes or passes includes forging a signature or making any change to any note or pass. 1. Parent(s)/Guardian(s) contacted and Administrator assigned detention. 2. Two or more offenses will result in suspension.
	Unauthorized Use Of School Property

Pol. 221	1. Contact parent(s)/guardian(s) for conference. 2. Administrator will take other appropriate corrective measures. **<u>Unauthorized Use of Computers</u>** Such use includes, but is not limited to: 1. The use or the viewing of obscene, pornographic or illegal materials or indulging in activities in support of such activities. 2. The use of network accounts for nonschool-related activities. 3. Copying or using unauthorized copies of commercial software. 4. Any violations of the current internet usage policy. Corrective Action Options: 1. First Incident: Loss of internet privileges during class. Administrators determine the length of time. Conference with parent(s)/guardian(s). 2. Subsequent Incidences: Permanent loss of internet privileges for the remainder of the school year. **<u>Failure To Wear Appropriate School Attire</u>** 1. Tank tops, tube tops, halter tops, low-cut shirts (front, back, and sides) or mid-level revealing shirts are not permitted. 2. Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language and lewd or illegal behavior are not permitted. 3. Hats, head coverings, head bands and sunglasses are not to be worn and/or carried in school. Exceptions ~~are required medical documentation~~ for religious or medical purposes require documentation. 4. Bare feet, flip flops, or athletic slides are not permitted. 5. Skirts, shorts and dresses shall be no shorter than mid-thigh length. 6. Transparent or immodest clothing, which attracts undue attention, will not be permitted. 7. Clothing with ornamentation (chains, studded bracelet or belts, or other items not commonly sold or accepted as clothing or jewelry) which will scratch or mark furniture or presents possible danger or injury to the wearer or others is not permitted. 8. Clothing intended for outer wear (coats, jackets of any weight, rain gear) shall not be worn during the school day unless under emergency circumstances approved by the principal.

Pol. 221	9. Students are ~~not~~ encouraged not to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance.
Pol. 204.3	10. Pajamas, slippers and clothing which are intended for sleep wear are prohibited. ~~No article of clothing with a hood, including shirts, blouses, sweaters, sweat shirts or jackets may be worn.~~
	11. Pants and skirts worn below the waist will not be permitted.
	First Occurrence-Students failing to wear appropriate school attire will be sent home. Students are encouraged to change clothing at home and return to school in the appropriate attire and parent contact.
	Second Occurrence-Teacher detention and parent contact.
Pol. 204.3	Third Occurrence-Internal Suspension~~/Character Ed (if available).~~
	Not Dressing for Physical Education
	1. The student will be assigned teacher detention.
	Failure To Report To Assigned Detention or Holding Room
Pol. 218	1. Failure to report to a teacher assigned detention within two (2) nights after it is assigned will result in administrator assigned detention.
	2. Failure to complete an administrator assigned detention results in a IS ~~CER (Character Education Room)~~ assignment or external suspension. Parent(s)/Guardian(s) shall be contacted.
Pol. 218	**Failure To Report To Class Or Leaving School Without Permission**
	1. Any occurrence will result in IS ~~CER~~ or external suspension.
	2. May result in an illegal absence which could result in a citation.
Pol. 218	Any students who are removed from IS ~~CER~~ for disruption or refuses to report to IS ~~CER~~ will receive 3 days external suspension.
	Gambling And Gambling Paraphernalia
	1. Confiscate gambling paraphernalia and/or money and contact parent/guardian.
	2. If actively involved in gambling, the student may be suspended.
	Food And/Or Drink
	All food and drink in schools must be consumed in the cafeteria unless authorized by

	administrator for special circumstances. Cell - See Electronic Devices **Electronic Devices** All students are prohibited from using and or displaying any electronic devices during the school day. If a student uses an electronic device, (which includes but is not limited to cell phones, iPods, PSPs, video games, and any other hand held electronic devices, etc.) from the beginning to the end of the day ~~between the hours of 8:15 a.m. and 3:00 p.m.~~ for non-instructional purposes, the following steps will be taken to remedy the situation. All electronic devices including cell phones, must be placed in a students locker and turned off during the school day. Failure to comply will result in the following: 1. Electronic device will be confiscated by school staff. 2. Student's parent must pick up the device from the attendance office. The device will not be returned to the student.
Pol. 218.1	3. Refusal to hand over electronic device to staff will result in an immediate three days external suspension for defiance to authority. 4. Electronic devices used to start or to escalate disruptive situations will result in the following: a. A suspension of up to 10 days. b. Disorderly conduct charge or other charges as determined by the School Resource Officer or Police Officer. Any personal property brought to school is not the responsibility of the school district if lost or stolen. The school provides lockers to students; it is in the students' best interest to lock up all of their personal property.
Pol. 226	**Weapons** The School District of the City of York prohibits the possession of weapons on all school property, in all school buses and at all school-related activities. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon and/or 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, under the student's control while on school property, 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. Students will be informed of this policy. Any student who, upon arrival to school, immediately turns in any banned object(s) shall not be disciplined, although an administrator shall confiscate the object(s).
Pol. 218.1, 233	1. Administrators may search for and confiscate items as outlined in Board policy. Another staff member must be present at the time of any search as a witness. An administrator shall retain any confiscated item(s) and shall inform parent(s)/guardian(s). Any confiscated items may be turned over to the School Resource Officer or Police Officer. 2. Administrator retains any confiscated item and shall inform parent(s)/guardian(s).
Pol. 218	3. Report the offense to the Superintendent through the "Serious Incident Reporting Procedure." 4. Appropriate corrective action will be taken pursuant to policy 218.1. 5. The student may be excluded from school and all school property/grounds pending an expulsion hearing.
Pol. 248	**<u>Look-A-Like Weapons</u>** 1. Administrators or professional employees may search for and confiscate items as outlined in Board policy. 2. Administrator confiscates items and informs parent(s)/guardian(s). 3. Appropriate corrective measures will be taken and may include expulsion.
Pol. 227	**<u>Criminal Behavior and School Discipline</u>** Any student who commits a criminal offense will be recommended for possible expulsion or other appropriate placement. Police will be contacted and charges filed if deemed appropriate. Criminal offenses include, but are not limited to: 1. Arson. 2. Assault/Violent acts.

Pol. 218.2 Pol. 227 Pol. 223 School Code 24 P.S. Section 510, 1317, 1318 State Board of Education Regulations 22 PA Code Sec. 12.2,12.3, 12.5, 12.6; 403.1 NCLB Act of 2001 20 U.S.C. Sec. 7114	3. Disorderly conduct/harassment as defined by state law. 4. Extortion. 5. Indecent exposure/offenses sexual in nature. 6. Theft. 7. Criminal mischief. 8. Robbery. 9. Possession, sale or use of controlled substances, alcoholic beverages or look-alike drugs. 10. Leading or participating in a school riot or other disturbance on school property. 11. Terroristic threats. 12. Pulling fire alarm. In each case, the administrator will: 1. Report the offense to the Superintendent through the "Serious Incident Reporting Procedure". Inform parent(s)/guardian(s). 2. Contact the York City Police Department for possible criminal charges. 3. Refer student for appropriate agency evaluation and assessment. 4. Administrator may suspend the student for10-days. 5. Complete the procedures required by the serious incident reporting form (Summary of Incident Follow-Up). 6. Possession, sale of illegal drugs, look-alike drugs ~~or alcoholic beverages~~ will bring an automatic recommendation of expulsion. The administrator will refer the student to the SPARK team within a specified time. 7. The Administrator may refer the incident for an expulsion hearing. **Note:** Assault against any employee of the school district is a second-degree felony. Charges may ~~will~~ be filed against student(s) who assault any employee of the school district. The student may be excluded from school and all school property/grounds pending

	an expulsion hearing. <u>Action To Suspend Or Expel From School</u> Refer to Board policy – 113.1, 204, 204.2, 212, 213, 218, 218.1, 218.2, 220, 221, 221.1, 222, 224, 226, 226.1, 227, 233, 245, 248

SCHOOL DISTRICT OF THE CITY OF YORK
Draft 4/5/11

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: November 16, 2005

REVISED: February 16, 2011

221. DRESS AND GROOMING

1. Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

2. Authority
SC 1317.3

The Board has the authority to impose limitations on students' dress in school.

Title 22
Sec. 12.11

The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

Pol. 220

When student dress may constitute student expression, Policy 220 Student Expression shall apply.

SC 1317.3
Pol. 221.1

The Board may require students to wear standard school attire, which may be required district-wide or by individual schools.

Title 22
Sec. 12.11

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Student Dress Code

1. Tank tops, tube tops, halter tops, low-cut shirts (front, back and sides), or mid level revealing shirts are not permitted.

2. Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language, lewd or illegal behavior are not permitted.

3. Hats, head coverings, head bands and sunglasses are not to be worn and/or carried in school. Exceptions for religious or medical purposes require documentation. ~~require medical documentation, or for religious purposes~~

4. Bare feet, flip flops, or athletic slides are not permitted.

5. Skirts, shorts and dresses shall be no shorter than mid-thigh length.

6. Transparent or immodest clothing, which attracts undue attention, will not be

	permitted. ~~Any clothing and other items that interfere with the educational processes are not permitted.~~ 7. Clothing with ornamentation (chains, studded bracelets, or belts, or other items not commonly sold or accepted as clothing or jewelry) which will scratch or mark furniture or presents possible danger or injury to the wearer or others ~~(chains, studded bracelets, or belts, or other items not commonly sold or accepted as clothing or jewelry)~~ is not permitted. 8. Clothing intended for outer wear (coats and jackets of any weight, rain gear) shall not be worn during the school day unless under emergency circumstances approved by the principal. 9. Students are encouraged not to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance. 10. Pajamas, slippers and clothing, which are intended for sleep wear are prohibited. ~~No article of clothing with a hood, including shirts, blouses, sweaters, sweat shirts or jackets may be worn.~~ 11. Pants and skirts worn below the waist will not be permitted. Note: The Student Dress Code and consequences applies to all school sponsored events, i.e. dances, co-curricular events, etc.
3. Delegation of Responsibility Title 22 Sec. 12.11 Pol. 325, 425, 525	The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming. The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance. References: School Code – 24 P.S. Sec. 1317.3 State Board of Education Regulations – 22 PA Code Sec. 12.11 Board Policy – 220, 325, 425, 525

SCHOOL DISTRICT OF THE CITY OF YORK

Draft 3/30/11

SECTION: NON-INSTRUCTIONAL EMPLOYEES

TITLE: FOOD SERVICE DRESS AND GROOMING

ADOPTED: April 26, 2006

REVISED:

1. Purpose 2. Authority SC 510 3. Guidelines	525.1 FOOD SERVICE DRESS AND GROOMING Food service employees to include substitutes will be required to purchase and maintain appropriate uniforms. The Board has the authority to specify reasonable dress and grooming guidelines for Food Service staff, within law, that will prevent an adverse impact on the educational program and district operations. All employees shall wear clean garments, maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. The established dress code for all food service employees and substitutes will be as follows: • Food Service Employees– White or Dark Blue slacks with colored uniform tops will be worn. Low heeled, enclosed white shoes with non-skid soles (nurse's type) are to be worn. White leather or vinyl ~~ or cloth~~ sneakers are acceptable. Washable sweaters consisting of small rib—knitting (not woolen or mohair) or uniform smock top may be worn as appropriate. Long sleeve shirts may be worn under the uniform top. The following are not acceptable attire: Sweatpants, stirrup pants, any type of shorts above or below the knee, sleeveless tops, T-shirts(except for food service or school district related), sweat jackets or sweatshirts. • Aprons or smocks may be worn over uniforms. • No street clothes to include shoes may be worn while working. • Special clothing may be worn on special occasion days. • Hair nets will be used by all personnel at all times. Plain nets of hair color only, with no sparkly effect, will be worn. Hairnets must cover all hair. Visors are to be worn during service. • ~~No excessive or dangling jewelry will be worn.~~ • ~~No fingernail polish is to be worn.~~ • ~~Hose will be worn with dress uniform. Sneaker socks may be worn with~~

	~~hose.~~ • No necklaces, watches, bracelets or rings (except wedding bands without diamonds) will be worn. Earrings may be worn but must be studs or hoops (no larger than a nickel). • Fingernails can be no longer than ¼ inches from the top of your finger. No nail polish is to be worn. False fingernails, acrylic nails and gel nails are acceptable but the length can be no longer than ¼ inches and they must be clear in color with no nail art on them. Also, gloves must be worn at all times.