

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

218-AR-0. DISCIPLINE IN SCHOOLS

Discipline is synonymous with teaching and learning. If learning is to prevail, discipline is essential. It creates a sound learning climate and promotes responsibility through self-discipline.

Discipline strives to educate on both an individual and collective basis; therefore, disciplinary procedures should promote respect for the dignity of individuals, as well as respect for authority and established standards.

The Board has the authority to adopt reasonable and necessary rules governing the conduct of students in school, on district property and at school-sponsored activities. The administration has the authority to implement the adopted rules and to assign discipline for violations of established rules.

A rule is generally considered reasonable if it uses a rational and neutral means of accomplishing some legitimate school purpose. School rules are assumed to be reasonable until they are rescinded or waived; therefore, students must obey school rules while working through channels to help change the rules with which they do not agree.

Student awareness of established rules minimizes discipline problems and provides students with an enumeration of acceptable conduct. School rules will be published and distributed to students and parents/guardians as the Code of Student Conduct. Rules may be posted in prominent locations throughout the schools.

District employees will recognize and follow a student's rights to due process.

Disciplinary actions such as in-school or after-school detentions should be considered before suspension or expulsion. Special consideration should be given to counseling as an alternative to or in conjunction with assigned discipline.

The Board, administration, staff and parents/guardians are interested in the welfare, rights and educational success of district students. Confrontations, individual misconduct and violations of the established Code of Student Conduct create disruptive and harmful situations where the innocent may suffer. A consistent and cooperative effort by the school community must be exercised to prevent such occurrences. It is vital that we realize the importance of sound relationships that are based upon mutual support and respect.

Responsibilities Of School Community

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment shall be safe, well organized and conducive to teaching, learning and living.

It is the responsibility of the students, parents/guardians, staff administrators and Board to see that such an environment exists.

Student Responsibilities

Students attend school so they may develop to their fullest potential; therefore, each student is expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Accept responsibility for his/her own actions.
3. Recognize that by law the teacher serves in place of the parent/guardian while the student is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom to all school-related activities.
5. Be aware that by law minors are compelled to attend school until seventeen (17) years of age and that regular, punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety and do not cause disruption of the educational process.
7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and the property of others.
9. See that all school-community communications are taken home to the parent/guardian.
10. Be honest and ethical.

Parent/Guardian Responsibilities

A cooperative effort between home and school is essential to each student's successful development and achievement. To achieve this relationship, parents/guardians are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Be aware of the responsibilities set forth for student by the school.
3. Teach their child self-respect; respect for the law; respect for the rules of the school community; respect for school employees; respect for other students; and respect for school property.
4. Set compatible expectations with the school's standards for study and completion of school assignment, and be available for assistance as needed.
5. Provide a home atmosphere conducive for study and completion of school assignments and be available for assistance as needed.
6. Insist on prompt and regular school attendance. Pennsylvania law provides for fines and discipline if a student of compulsory school age is continually delinquent in attendance.
7. Encourage student to bring home all school-community communications.
8. Be honest and ethical.

Teacher Responsibilities

Teachers are aware that their professional responsibilities extend beyond the instruction of subject material. The pursuit of educational excellence and student achievement requires a commitment to support and enforce school rules.

In order to achieve learning goals, teachers are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Make students aware of the Code of Student Conduct as it applies in the classroom and in the school.
3. Show by example a respect for school rules and enforce the rules in all areas of the school.
4. Develop an atmosphere of mutual respect and dignity and encourage a positive self-image and sense of self-worth for each student.

5. Plan and conduct a program of instruction that will stimulate interest in learning, while recognizing that, while important, his/her subject is only one (1) part of the total school program.
6. Serve in place of the parent/guardian in matters of discipline in accordance with law.
7. Handle minor student infractions of school rules. Report to the principal any student who jeopardizes his/her own safety or the safety of others or who seriously interferes with the instructional process.
8. Develop a cooperative relationship with parents/guardians and students for the educational benefit of the student.
9. Recognize changing behavior patterns in students, be available to discuss problems with students, strive to help students overcome negative peer pressure and, when necessary, make referrals to a counselor or administrator.
10. Be honest and ethical.

Building Administration Responsibilities

As the educational leaders of the school, building administrators must set the disciplinary climate for the students and staff. The building administrators are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Promote a climate of mutual respect and assume responsibility for dissemination, explanation and enforcement of the Code of Student Conduct.
3. Ensure that new students enrolling in district schools receive the Code of Student Conduct at registration.
4. Implement the district Security Plan to ensure the health and safety of all members of the school community.
5. Be available to staff, students and parents/guardians to promptly resolve discipline problems and attempt to prevent problems.
6. Evaluate the program of instruction and assist the staff in developing an effective educational program.
7. Comply with pertinent laws governing hearings, suspensions and student rights.
8. Recommend to the district administration and Board appropriate policies and actions to achieve optimum conditions for a positive learning environment.

9. Provide orientation and inservice programs to implement and maintain school rules.
10. Be honest and ethical.

District Administration And Board Responsibilities

As the educational leaders and policy makers of the district, the Board of School Directors, Superintendent and respective members of the central administration must:

1. Work with students, parents/guardians, teachers and administrators to establish and maintain an atmosphere of openness and mutual respect.
2. Ensure that an appropriate Code of Student Conduct is developed, distributed, implemented and maintained.
3. Provide ample staff and administration for a quality education program and proper implementation of the Code of Student Conduct.
4. Provide a safe and secure environment for all members of the school community.
5. Be honest and ethical.

The Superintendent may directly handle referrals of extreme cases, or s/he may advise the principal in the proper disposition of the case. If expulsion is indicated, the Superintendent will refer the case to the Board.