

**MILLCREEK TOWNSHIP SCHOOL DISTRICT
STUDENT CODE OF CONDUCT – Board approved June 2018**

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PURPOSE AND POLICY

The Pennsylvania Department of Education Regulations, at 22 Pa. Code §12.3, provides that “(e)ach governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of student’s rights and responsibilities.”

The Millcreek Township School District (the “School District”) desires to follow the Department of Education’s mandate while also providing a clear and succinct Code of Conduct that will govern the behavior of students at all the School District’s schools. A copy of this Code of Conduct will be distributed to all students and parents at the beginning of every school year. The Code of Conduct will also be kept, for reference, in the library of each of the School District’s school buildings.

I. GENERAL RULES

- A. Each infraction under this Code of Conduct is listed in the Student Discipline Matrix, which is incorporated within the Code of Conduct. Each infraction corresponds with a particular School District Policy, as well as identifying the disciplinary action that the School District will take and whether the offending student’s parents/guardians will be contacted.
- B. In the event that a student commits multiple infractions during the same incident, discipline under the Student Discipline Matrix will be administered based upon the most serious infraction committed. What constitutes the “most serious infraction” is at the discretion of the School District’s administration.
- C. Infractions that are in violation of federal, Pennsylvania, or local law may not be included in the Student Discipline Matrix. Those offenses that are included will have the disciplinary consequences associated in the Student Discipline Matrix. Those offenses that are not included may be reported to various law enforcement agencies, at the discretion of School District administration.
- D. The Code of Conduct is applicable to students while on student property, at any school-sponsored activity (including school dances, field trips, etc.), regardless of whether it occurs on or off District property and on any public conveyance

providing transportation to a school or a school-sponsored activity. The Code of Conduct is applicable to students going to and returning from school.

- E. Chronic patterns of any Code of Conduct infractions may result in disciplinary action greater than the one listed in the Student Discipline Matrix.
- F. In all instances, any violation of the Code of Conduct may be reported to appropriate law enforcement officials, when applicable. The appropriate law enforcement officials may file subsequent criminal charges, if applicable.
- G. Students eligible for special education services pursuant to IDEA and Chapter 14 of the Pennsylvania Department of Education regulation must comply with all District rules and regulations. However, eligible students will be afforded all procedural rights granted to them under state and federal law. A Special Education Disciplinary Guideline is included within this Code of Conduct, which governs disciplinary action that may be taken against students eligible for special education services.

II. DUE PROCESS: FORMAL AND INFORMAL HEARINGS

A. Formal Hearings

Pursuant to the Pennsylvania Department of Education Regulations, at 22 Pa.Code §12.8, the following procedures must be followed for “formal hearings” in expulsion actions:

- 1) Hearing must be held before the Board of Directors, or before a qualified hearing examiner appointed by the Board of Directors.
- 2) Notification of expulsion charges must be sent to student’s parents or guardians by certified mail.
- 3) Student’s parents must receive notice of the time and place of the hearing at least three (3) days before the hearing. Notice must include the expulsion policy, allowance of legal counsel to represent the student, and hearing procedures. Students must be permitted to request a rescheduling of the hearing upon good cause.
- 4) Hearing must be held in private, student is permitted to have both legal representation and a parent/guardian present.
- 5) Student has the right to be presented with the witnesses against him, including statements and affidavits of those witnesses. Student may request that the witnesses be present in person and student has right to request cross-examination of those witnesses.
- 6) Student has the right to testify and present their own witnesses.
- 7) Written or audio record must be kept of the hearing; student is entitled to a copy of the record.

- 8) Hearing must be held within fifteen (15) days of notification to the parents of the charges, unless the student and School District agree otherwise.
- 9) Student must be given the right to appeal any decisions resulting in expulsion and notice shall be given within the expulsion decision itself.

B. Informal Hearings

Pursuant to the Pennsylvania Department of Education Regulations, at 22 Pa.Code §12.8, the following procedures shall be followed for “informal hearings” upon the suspension of a student:

- 1) Notification of the reasons for suspension shall be given to parents, in writing, prior to the informal hearing.
- 2) Notice shall be given of the time and the place for the hearing at least three (3) days prior to the informal hearing.
- 3) The student has the right to question any witnesses presented against them.
- 4) The student has the right to speak on their own behalf.
- 5) The informal hearing shall take place within five days of the suspension

III. DESCRIPTION OF STUDENT DISCIPLINE MATRIX INFRACTIONS

The following definitions are included to provide a uniform and fundamental understanding of a particular offense as it relates to the Student Discipline Matrix.

- 1) **Assault on a Student or School Employee-** Intentionally, knowingly or recklessly causing bodily injury or serious bodily harm to a School District employee or another person. By definition, the School District does not recognize attempted assaults, only completed assaults.
- 2) **Aggravated Assault-** an attempt to cause serious bodily injury to another or an attack that causes such injury to a School District employee or another person. Included in this definition are attacks in which the offending attacker uses a weapon.
- 3) **Arson-** intentional damage or attempt to damage any real or personal property by fire or incendiary device. This category includes any attempt to set a fire using fireworks, firecrackers, Molotov cocktails or other similar device. It does not include the simple use of a light or lighting of a match.
- 4) **Bullying-** means an intentional electronic, written, verbal or physical act, or a series of severe, persistent or pervasive acts:
 - a) directed at another student or students, and
 - b) which occurs in a school setting, which shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity, sponsored, supervised, or sanctioned by the school, and

- c) inflicts or attempts to inflict discomfort upon another through a real or perceived imbalance of power, and
- d) that has the effect of doing any of the following:
 - i. substantially interfering with a student's education;
 - ii. creating a threatening environment; or
 - iii. substantially disrupting the disorderly operation of the school.

“Bullying” includes both genders, can be direct or indirect, and can be physical and/or psychological in nature. This definition includes individual and group bullying as well as cyber bullying. This definition does not include mutual confrontation between two individuals or two groups of students.

- 5) **Burglary**- unlawful entry into a building or other structure with the intent to commit crime, with or without the use of force. This definition includes unlawful entries where no property loss occurs.
- 6) **Bus Infractions**- all School District infractions taking place on bus transportation. Disciplinary action for these offenses will correspond with the type of infraction committed by the student.
- 7) **Computer/Network Resource Impropriety**- use of the School District's computers and internet resources that is in violation of the School District's computer use Policy.
- 8) **Disorderly Conduct**- shall mean any of the following:
 - a) engaging in fighting, threatening, violent or tumultuous behavior,
 - b) making an unreasonable amount of noise,
 - c) using obscene language or gestures, or
 - d) creating a hazardous or physically offensive condition through any deliberate action.
- 9) **Disrespectful Behavior**- a lack of respect or deference shown by a student to the authority or position of a School District official, employee, or administrator.
- 10) **Disruptive Behavior**- student behavior, including verbal, physical, and/or written actions, which is distracting, detrimental, or not conducive to the learning environment of other students.
- 11) **Dress Code Infraction**- the wearing of clothing or other clothing accessory items that violates the student dress code promulgated by the School District. This includes situations where a student violates additional limitations on dress or appearance established by School District officials for individual students.
- 12) **Electronic Device Infraction**- the use of electronic devices, including cellular phones, tablets, portable music devices, portable gaming devices, computers, cameras, electronic wrist devices, and any other electronic device, in violation of School District Policy.

- 13) **Fighting (Mutual altercation)** - a student confrontation with another student in which the altercation is mutual between the two, the altercation requires physical restraint and/or results in personal injury or property damages. This definition does not include minor disorderly conduct or verbal confrontations. It is within a School District employee or administrator's discretion to determine whether confrontations amount to "fighting."
- 14) **Gambling**- the making of any bet or wager and/or the organization of or participation in any lottery, numbers game, cards, dice, pool, or bookmaking for money and/or property.
- 15) **Harassment**- shall mean any of the following:
 - a) the striking, kicking, or otherwise subjecting a person to light physical contact, including attempts or threats to do the same
 - b) unwanted following of another person
 - c) engaging in unnecessary, repeated acts that make another person feel uncomfortable
 - d) communicating to or about another person in any lewd, lascivious, threatening, or obscene way, including the use of threatening or obscene words, language, drawings, or caricatures, or
 - e) doing any of the above in an anonymous manner.
- 16) **Illegal Possession, Sale, and/or Use of Unauthorized Substances**- the possession, sale, and/or use of an unauthorized substance, the possession of an unauthorized substance with the intent to deliver, the misrepresentation of an unauthorized substance, and the possession of paraphernalia by students on School District property, at School District sponsored events and on School District transportation.
- 17) **Indecent Assault**- committing a sexual act with or in the presence of a child under the age of sixteen (16) years, by a person of at least age sixteen (16) and at least five (5) years older than the child, for sexual gratification, regardless of the use of force or consent. This definition includes exposure of the genitals, showing a minor pornographic images or videos, or covertly photographing another's genitals.
- 18) **Minor Altercation**- an incident involving a single offender who commits a minor physical act against another individual and the victim does not respond. This does not include incidents that amount to assault, aggravated assault, and/or fighting.
- 19) **Possession of Weapons**- the control, ownership, or custody of any of the following items:
 - a) Firearms, including handguns and assault rifles
 - b) Knives, razors, or blades of any kind
 - c) Metal knuckles
 - d) Irritating or poisonous gases

- e) Poisons
 - f) Bombs, fireworks, or other incendiary devices
 - g) Bats, clubs, or other bludgeoning object
 - h) Metal devices used to inflict harm or pain
 - i) Any other object designed for protection or designed to harm others
- 20) **Racial/Ethnic/Gender/Religious Intimidation**- any other offense committed under this section that includes an action with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.
- 21) **Rape**- engaging in sexual intercourse with a victim through any of the following:
- a) forcible compulsion
 - b) threat of forcible compulsion that would prevent resistance by a reasonable person
 - c) engaging in sexual intercourse with an unconscious person, who is unaware that sexual intercourse is occurring
 - d) engaging in sexual intercourse with an individual who is substantially impaired to the point where the victim has no ability to consent to the sexual intercourse
 - e) engaging in sexual intercourse with an individual with a mental disability that precludes their ability to give informed consent.
- 22) **Reckless Endangering**- engaging in conduct that places or cause an individual to fear being placed in danger of death or serious bodily injury.
- 23) **Riot**- the participation in disorderly conduct with two or more others in any of the following circumstances:
- a) with the intent to commit or facilitate the commission of a felony or misdemeanor;
 - b) with intent to prevent or coerce official action; or
 - c) when the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon.
- 24) **Robbery**- the taking or attempting to take, of anything of value under confrontational circumstances, from the custody, control, or care of another person by force or threat or force or violence and/or putting the victim in fear of immediate harm.
- 25) **Sexual Assault**- an unauthorized and unwanted, intentional or forcible touching of a sex organ of another person. This includes attempted rape and any other sexual offense. **This category does not include rape.**

- 26) **Sexual Harassment-** discrimination against another person based on the person's submission or rejection of sexual advances and/or requests or creating an uncomfortable atmosphere based on sexual advances. This includes any unwelcome sexual advances, requests for sexual favors, and other physical or verbal communication of a sexual nature.
- 27) **Stalking-** the participation in either of the following:
 - a) engaging in a course of conduct or repeatedly committing acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
 - b) engaging in a course of conduct or repeatedly communicating to another person under circumstances which demonstrate or communicate either an intent to place such person in reasonable fear or bodily injury or to cause substantial emotional distress to such other person.
- 28) **Tardiness-** arriving to the School District building subsequent to the beginning of the school day.
- 29) **Terroristic Threats-** the communication, either directly or indirectly of a threat to do any of the following:
 - a) Commit any crime of violence with intent to terrorize another;
 - b) Cause evacuation of a building, place of assembly, facility, or on public transportation; or
 - c) Other cause serious public inconvenience or public terror with reckless disregard of the risk of causing such terror or inconvenience.
- 30) **Theft-** the act of taking, or exercising unlawful control over movable or immovable property of another with the intent to deprive them thereof.
- 31) **Threatening or Intimidating Another-** placing a person in fear of bodily harm through verbal, written, or electronic threats without displaying a weapon or subjecting the victim to actual physical attack.
- 32) **Trespass-** entering or remaining in or on school property or vehicles, knowing or having reason to know that one is not permitted to enter or remain. This includes suspended students who attempt to access school property during extra-curricular events.
- 33) **Unlawful Absence-** missing a scheduled day of school without proper reason and or notification by a parent/guardian, where applicable.
- 34) **Vandalism-** the desecration of a building or other structure with the intent to commit damage.

IV. DISCIPLINE FOR SPECIAL EDUCATION STUDENTS

A. General Rules

The following infractions of the Student Discipline Matrix will be dealt with as following for special education students:

- 1) Attendance, punctuality, and unlawful absences- treated as non-disabled peers.
- 2) Minor offenses, with short suspension- treat as non-disabled peers (except for students with ID). Discuss with special education teacher to determine appropriate disciplinary action.
- 3) Suspensions- suspensions must be limited to ten (10) consecutive days or fifteen (15) cumulative days during a single school year, as long as no series of removals takes place that constitutes a pattern.
- 4) If an exclusion is greater than ten days, a Manifestation Determination must be made before proceeding to a hearing.

B. Students with Intellectual Disability (ID)

- 1) Any removal from school constitutes a change in placement under IDEA.
- 2) To suspend a student at all, a Manifestation Determination must be made and the Pennsylvania Department of Education must be contacted.
- 3) If parent refuses suspension, the ID student may not be suspended except for the following infractions (the “Big Three”):
 - a) Carrying or possession of a weapon,
 - b) Possessing or using illegal substances, or
 - c) Inflicting serious bodily injury on another.
- 4) If any of the Big Three occur, School District administration may remove a student to an interim alternative education setting for a period up to forty-five (45) days without regard to whether the behavior is a Manifestation of the ID.

V. DESCRIPTION OF DISCIPLINARY ACTIONS

The following definitions are included to provide a uniform fundamental understanding of the infractions, dispositions, and other key items identified in the Student Discipline Matrix, as they relate to School District Policy and applicable law:

- A. **Administrative Discretion**- allows School District officials and administrators to examine infractions on a case-by-case basis in order to develop the most appropriate and effective course of action with regards to particular infractions of the Student Discipline Matrix.
- B. **Elementary**- refers to students at Asbury, Belle Valley, Chestnut Hill, Grandview, and Tracy, grades K-5.

- C. **Elementary School (ES)**- refers to students at Asbury, Belle Valley, Chestnut Hill, Grandview, and Tracy, grades K-5.
- D. **Extended Time Out**- a period of time (not to exceed one consecutive hour) whereby a student is excluded from the regular classroom setting. At the elementary level, may be assigned in lieu of office detention where transportation issues and other extenuating circumstances preclude the assignment of office detention or in the event of student infractions that would warrant a Saturday detention at the secondary school level.
- E. **High School (HS)** - refers to students at MIHS and McDowell, grades 9-12.
- F. **Immediate Disposition**- description of disciplinary actions that are taken by the administration as a designee of the Superintendent and are imposed as quickly as possible relative to the occurrence of the infraction.
- G. **Infraction**- student behavior that is in violation of School District policy.
- H. **In-School Suspension**- the placement of a student within the school building but outside of the regular classroom setting for a continuous period of time not to exceed a regular school day.
- I. **Middle School (MS)**- refers to students at J.S. Wilson, Walnut Creek, and Westlake, grades 6-8.
- J. **Office Detention**- retention of a student outside of the regularly scheduled school day for a period of time not to exceed one (1) hour in length and proctored by a School District administrator or their designee.
- K. **Out of School Suspension**- the placement of a student outside of the School District building.
- L. **Parental Contact**- communication with the parent(s) or guardian(s) by means of conference, telephone, email, and/or letter.
- M. **Policy**- indicates the School District policy by which the infraction and related disposition is enforceable.
- N. **Secondary**- refers to students at the high schools and middle schools, grades 6-12.
- O. **Teacher Detention**- retention of a student outside of the regularly scheduled school day for a period of time not to exceed one (1) hour in length and proctored by the regular classroom teacher.
- P. **Saturday Detention**- retention of a student outside of the regularly scheduled school day (Saturday) for a period of time not to exceed three (3) hours in length and proctored by a building administrator or his/her designee.
- Q. **School Property**- is any building, facility, or property owned by the School District.
- R. **Season**- is that period of time defined by School District guidelines or specific dates established by the Pennsylvania Department of Education or the PIAA that govern when an activity or sport takes place.

VI. STUDENT DISCIPLINE MATRIX

Code	Infraction	Policy	Immediate Disposition	Parental Contact
<u>Attendance and Punctuality</u>				
Elementary - Tardiness to School - Although the consequences for tardiness may be different than those of secondary students, elementary students are still held accountable for their punctuality to school. When a student is late by more than 5 minutes after the designated start of the school day (with or without a written excuse by a parent or guardian), those additional minutes shall be logged as "late."				
ATT01	Accumulation of Ten (10) or More Tardies	204	Parent/Guardian Phone Call or Letter	Required
ATT02	Accumulation of 360 Minutes as defined above	204	Parent/Guardian Phone Call or Letter	Required
Secondary - Tardiness to School - A tardy will be considered unexcused if a written excuse by parent/guardian is not provided to the attendance office within three (3) school days. Every tardy (except medical) counts as one (1) toward the accumulation of a maximum of three (3) tardies per quarter. After an accumulation of three (3) tardies (excused or unexcused) in a quarter, each additional tardy will be unexcused unless accompanied by a medical excuse provided by the parent within three (3) school days.				
ATT04	4th Tardy (0 - 90 Minutes Late)	204	One (1) Hour of Office Detention	Optional
ATT05	5th Tardy (0 - 90 Minutes Late)	204	HS - Administrative Discretion MS - Letter to Parent/Guardian detailing consequences of further tardies.	HS - Optional MS - Required
ATT06	6th Tardy (0 - 90 Minutes Late)	204	One (1) Saturday Detention	Required
ATT07	7th Tardy (0 - 90 Minutes Late)	204	HS - Administrative Discretion MS - Letter or Phone Call to Parent/Guardian detailing consequences of further tardies.	HS - Optional MS - Required
ATT08	8 or more Tardies (0 - 90 Minutes Late)	204	HS - One (1) day of ISS for each additional tardy, or use of Focus Room/consequences at administrative discretion. MS - In-School Suspension for each additional tardy	Required
ATT03	Any Unexcused Tardy (after first block)	204	One (1) Saturday Detention and no participation in any Extra Curricular activities that day.	Required
ATT09	Tardiness to Class	204	Teacher/Administrative Discretion One (1) Hr of Office Detention after	Optional

Code	Infraction	Policy	Immediate Disposition	Parental Contact
			Three (3) Tardies	
<u>Truancy – Unlawful Absence</u>				
A student under the age of 17 is unlawful when he/she is absent from school without meeting the requirements of School District Policy regarding excused absence.				
TRU01	Unlawful Absences (all absences from school shall be treated as “unlawful” until the School District receives a written excuse explaining the absence)	204	All levels – <u>First</u> unlawful absence = warning; All levels – <u>Second</u> unlawful absence = Office detention; All levels – <u>Third</u> unlawful absence = First Notice mailed to parent/guardian, School Attendance Improvement Plan; All levels – <u>Fourth</u> unlawful absence – Notice mailed to parent/guardian, Saturday detention; All levels – <u>Fifth</u> unlawful absence = Notice mailed to parent/guardian, Saturday Detention All levels – <u>Six or More</u> unlawful absence(s) = Citation filed with District Justice (Subject to Administrative Discretion for students under the age of eight (8) years old)	Required
TRU02	Truancy – Unexcused Absence (<i>An unexcused absence occurs when a student age 17 or older fails to provide a written parental excuse to the attendance office within three (3) school days) or is absent from school due to an un-approved reason as suggested in Policy 204.</i>)	204	HS and MS – Minimum of one (1) Saturday Detention with Administrative Discretion ES – Minimum of three (3) Office Detentions with Administrative Discretion	Required
TRU05	Leaving School	204	Minimum of one (1) Day of In-	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	Without Permission		School Suspension	
TRU06	Cutting/Skipping Class	204	HS - Three (3) hours of Office Detention MS - One (1) Saturday Detention ES - One (1) hour Office Detention	Required
TRU07	Cutting/Skipping School	204	HS and MS – One (1) day of In School Suspension ES – Administrative Discretion	Required
TRU08	Accumulation of 10 unlawful or unexcused absences	204	HS – Administrative Discretion which may include exclusion from Homecoming, Prom, etc. and other major school functions.	Required
Failure to Comply with Dispositions				
COM01	Excessive Office Detention Accumulation of Twelve (12) Hours of Office Detention during One (1) School Year"	218	Determined on a case by case basis including the assignment of Saturday Detention for subsequent actions that would require Office Detention as a consequence	Required
COM02	Excessive Saturday Detention Accumulation of Seven (7) Saturday Detentions during One (1) School Year	218	Determined on a case by case basis including the assignment of In School Suspension for subsequent actions that would require Saturday Detention as a consequence	Required
COM03	Failure to Attend Teacher Detention	218	Minimum of Office Detention equal to double the time assigned for the original Teacher Detention	Required
COM04	Failure to Attend Office Detention	218	HS / MS - Determined on a case by case basis including reassignment of the Office Detention plus the assignment of one (1) Saturday Detention ES - Determined on a case by case basis including reassignment of the Office Detention plus the assignment of an additional Office Detention	Required
COM05	Failure to Attend Saturday Detention	218	Determined on a case by case basis including reassignment of the Saturday Detention plus the assignment of up to two (2) days of In School Suspension	Required
NA	Multiple	218	Eligibility for attending major school	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	Suspensions; or a Single Suspension for Drugs, Alcohol, Assault, Weapons, Terroristic Threats, Fighting, or Tobacco Policy Violations		functions (i.e. dance, prom, game, etc.) is determined by the following parameters: HS: 1 – 2 days of suspension – may attend; HS: 3 – 10 days of suspensions – Administration’s discretion; HS: Over 10 suspension – not permitted; MS: 1 – 2 days of suspension; may attend; MS: 3 or more – not permitted to attend.	
<u>Inappropriate Behaviors – General</u>				
GEN01	Inappropriate Behavior on Bus	218	Administrative Discretion including but not limited to suspension of bus privileges. Multiple offenses will lead to a progressive series of consequences.	Recommended in the case of multiple offenses
GEN02	Computer/Network Resource Impropriety	815	Administrative Discretion including but not limited to suspension of computer and/or network access privileges	Optional
GEN03	Criminal Trespass	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
GEN04	Disorderly Conduct	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
GEN05	Disruptive and Inappropriate Behavior (Including, but not limited to: classroom, hall, and cafeteria misbehavior, inappropriate language and gestures, horseplay/rough housing/pranks,	218	Determined on a case by case basis, and may include; but is not limited to: verbal reprimand, written apology, detention, in-school suspension, or other alternative and logical consequences	Optional

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	loitering, snow throwing, etc.)			
GEN06	Disrespectful Behavior	218	Minimum of one (1) hour of Office Detention	Required
GEN07	Dress Code Infraction – No book bags or totes are permitted and must be in lockers at all times. Purses should be no larger than 6” x 6”.	221	First – Warning Second – Office Detention Third – Administrative Discretion	Optional
GEN08	Electronic Device Infraction	237	<p>First Offense</p> <ul style="list-style-type: none"> ① Confiscation of the electronic device ② One (1) Saturday Detention (elementary equivalent) ③ Electronic device returned directly to the student at the end school day <p>Second Offense</p> <ul style="list-style-type: none"> ① Confiscation of the electronic device ② One (1) Saturday Detention ③ Electronic device returned to parent / guardian <p>Third Offense</p> <ul style="list-style-type: none"> ① Confiscation of the electronic device ② One (1) day of In School Suspension ③ Electronic device returned to parent / guardian <p>Fourth and Subsequent Offenses</p> <ul style="list-style-type: none"> ① Confiscation of the electronic device ② Three (3) days of ISS or OSS ③ Electronic device returned to parent / guardian 	Required with each Offense
GEN09	Failure of Disorderly Persons to Disperse Upon Official Order	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
GEN10	Falsifying Information (Including, but not limited to altering or forging teacher passes, library slips, parental excuses or making false phone calls, cheating, etc.)	218	Minimum of one (1) hour of Office Detention	Required
GEN11	Falsifying Academic Information (Including, but not limited to altering or	218	Minimum of one (1) hour of Office Detention (including failure for the assignment) with a score of 55% for a summative assignment	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	forging other students work and representing as one's own, Plagiarism, cheating on a test, etc.)			
GEN12	Gambling	218	Minimum of one (1) hour of Office Detention	Optional
GEN13	Locker/Storage Area/Lock Misuse	218	Minimum of one (1) hour of Office Detention plus restitution if damages are involved	Optional
GEN14	Parking Violation	218	<u>First Offense:</u> Parking Citation; Parking Fine Assessed; Possible Towing of Vehicle; <u>Second Offense:</u> Parking Citation; Parking Fine Assessed; Minimum of one (1) Saturday Detention with Administrative Discretion; Possible Towing of Vehicle; <u>Third Offense:</u> Parking Citation, Parking Fine Assessed; Minimum of one (1) Saturday detention with Administrative Discretion; Loss of Parking Pass and Privileges; Possible Towing of Vehicle.	Optional
GEN15	Rioting	218	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
GEN16	Unlawful Restraint	218	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
GEN17	Vandalism	218	Minimum of One (1) Saturday Detention plus restitution for damages	Required
<u>Inappropriate Behavior – Theft</u>				
THF01	Burglary	218	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
THF02	Robbery	218	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
			School Board.	
THF03	Theft (Petty – less than \$50.00)	218	Minimum of one (1) hour of office detention and restitution	Required
THF04	Theft (more than \$50.00)	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
THF05	Acting as a “look out” for Theft	218	Minimum of one (1) hour of office detention	Required
<u>Inappropriate Behaviors – Fire Code</u>				
FIR01	Arson	218.2	Alt Ed and possible referral to the School Board for further disciplinary action	Required
FIR02	False Fire Alarm	218.2	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board	Required
FIR03	Tampering with Fire Extinguishers	218.2	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board	Required
<u>Assault/Fighting</u>				
AF01	Minor Altercation	218	Minimum of one (1) hour of Office Detention	Optional
AF02	Fighting	218	<u>HS/MS</u> - Minimum three (3) days of Suspension (ISS / OSS at the discretion of the administrator) <u>ES</u> - Minimum one (1) day of In-School Suspension	Required
AF03	Reckless Endangering	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
AF04	Simple Assault on a Student	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
AF05	Aggravated Assault on Student	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
AF06	Simple Assault on Staff	218	Immediate Suspension from school and may include a formal hearing	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
			with the Superintendent and possibly the School Board.	
AF07	Aggravated Assault on Staff	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
AF08	Attempt/Commit Murder/ Manslaughter	218	Immediate Suspension from school and may include a formal hearing with the Superintendent and possibly the School Board.	Required
<u>Harassment/Bullying/Threats</u>				
HBT01	Bullying (including Cyber Bullying)	249	Administrative Discretion with a minimum of one (1) hour of Office Detention	Required
HBT02	Threatening School Official / Student	248	Immediate Suspension from school; pending a formal hearing with the Superintendent and possibly the School Board.	Required
HBT03	Terrorist Threats (Excluding Bomb Threats)	218.2	Immediate Suspension from school and a threat assessment completed pending a formal hearing with the Superintendent and possibly the School Board.	Required
HBT04	Bomb Threats	218.2	Immediate suspension and a threat assessment completed pending School Board hearing; Possible Threat Assessment and / or Expulsion; Further actions in accordance with Act 26	Required
HBT05	Sexual Harassment	248	Minimum of Saturday Detention	Required
HBT06	Racial/Ethnic Intimidation	248	Minimum of Saturday Detention	Required
HBT07	All Other Forms of Harassment/ Intimidation	248	Minimum of Saturday Detention	Required
HBT08	Stalking	248/ 249	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
HBT09	Kidnapping/ Interference with Custody of Child	248/ 249	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
Weapons				
A weapon shall include but is not limited to the following: guns; firearms; knives; metal knuckles; straight razors and razor blades/ noxious, irritating, or poisonous gases; poisons; bombs; missiles; chains; metal objects; or any other object designed for protection or designed to harm others				
WEA01	Possession of Handgun	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
WEA02	Possession of Rifle/Shotgun	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
WEA03	Possession of Other Firearm	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
WEA04	Possession of Knife (2 1/2 " requirement)	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
WEA05	Possession of Cutting Instrument (Razor, Box Cutter, etc.)	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
WEA06	Possession of Explosive (Bomb, Missile, etc.)	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
WEA07	Possession of BB/Pellet Gun	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
WEA08	Possession of Other Weapon	218.1	Immediate removal from school property and a threat assessment completed; suspension pending an informal hearing at the building level within three (3) days of the incident. The outcome of the informal hearing may result in a Superintendent hearing and/or School Board hearing and possible expulsion from school for at least (1) school year. Further actions in accordance with Act 26.	Required
Drugs and Alcohol				
DA01	Sale, Possession, Use, or Under the Influence of Alcohol 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.	227	<p><u>First Offense</u> - Suspension for ten (10) school days;</p> <p><u>Second and Subsequent Offenses</u> - Out of school suspension pending a formal hearing with the School Board</p>	Required
DA02	Possession and/or Under the Influence of an Unauthorized or Controlled Substance (including prescription medications not following District procedures) 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	227	<p><u>First Offense</u> - Suspension for ten (10) school days;</p> <p><u>Second and Subsequent Offenses</u> - Out of school suspension pending a formal hearing with the School Board</p>	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	student is coming to or from school.			
DA03	Sale or Distribution or the Intent to Sell or Distribute an Unauthorized or Controlled Substance 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.	227	Any Offense - Out of school suspension pending a formal hearing with the School Board	Required
DA04	Misrepresentation of an Unauthorized or Controlled Substance 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.	227	<u>First Offense</u> - Suspension for up to ten (10) days; <u>Second and Subsequent Offenses</u> - Out of school suspension pending a formal hearing with the School Board	Required
DA05	Possession of Paraphernalia (any tool or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance or alcohol) while on school property, on property being used by the school, at any school function or activity, at any	227	<u>First Offense</u> - Suspension for up to ten (10) days; <u>Second and Subsequent Offenses</u> - Out of school suspension pending a formal hearing with the School Board	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
	school event held away from the school, or while the student is coming to or from school.			
<u>Tobacco/Nicotine Violations</u>				
TOB01	Acting as a "look out" for smokers	222	One (1) day of In-School or Out of School Suspension	Required
TOB02	Possession/Use of Tobacco or Nicotine Products (including e-cigarettes, vapes, liquids containing nicotine, food items containing nicotine, matches or lighters) on school property including buses or at any event under the jurisdiction of MTSD	222	Any offense: <ul style="list-style-type: none"> • Mandated education program / fine; • Confiscation of paraphernalia until the end of the school year; • 1 – 3 days of Suspension 	Required
<u>Sexually Based Offenses</u>				
SBO01	Indecent Assault	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO02	Indecent Exposure	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO03	Open Lewdness	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO04	Obscene and other sexual materials	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO05	Rape	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO06	Involuntary Deviate Sexual Intercourse	248	Immediate Suspension from school pending a formal hearing with the	Required

Code	Infraction	Policy	Immediate Disposition	Parental Contact
			Superintendent and possibly the School Board.	
SBO07	Statutory Sexual Assault	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO08	Sexual Assault	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
SBO09	Aggravated Indecent Assault	248	Immediate Suspension from school pending a formal hearing with the Superintendent and possibly the School Board.	Required
Suicide				
SUI01	Suicide – Attempted	N/A		Required
SUI02	Suicide – Committed	N/A		Required

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Millcreek Township School District
STUDENT CODE OF CONDUCT
Acknowledgement Form
_____ **School Year**

Dear Parents/Guardians and Students:

The Student Code of Conduct was developed as a guide for parents/guardians and students to answer commonly asked questions that come up during the course of the school year.

The Millcreek Township School District shall publish and distribute the Student Code of Conduct to parents and students during the first week of each school year.

The Student Code of Conduct is available to the public on the Millcreek Township School District website under the “Parent Resources” tab: <http://www.mtsd.org/pages/mtsd> and in the school library of each Millcreek Township School District building.

Please familiarize yourself with the Student Code of Conduct by reading it and sign this form as evidence that you are aware of our policies and procedures.

This Acknowledgement Form is to be submitted to the school’s main office within the first week of the school year or a disciplinary consequence for failure to return the form will be assessed.

STUDENT CODE OF CONDUCT
Parent/Student Acknowledgement

My child and I have read and reviewed the Millcreek Township School District Student Code of Conduct.

We understand the contents of the Student Code of Conduct and agreed to abide by them.

Parent Name (please print)	Parent Signature	Date
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Student Name (please print)	Student Signature	Date
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School	Grade	Homeroom / Tutorial Teacher
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