

# LINE MOUNTAIN ELEMENTARY SCHOOL

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**Jeanne Menko**, Principal



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Dear Parents/Guardians:

## **Welcome to the 2016-2017 school year for Line Mountain Elementary Schools.**

This handbook has been developed to enable us: the student, the parent and the school to work together in a cooperative effort toward educational success. We believe that all students can learn and fulfill their potential. Our programming strives to help all students become productive citizens, effective communicators, critical thinkers and meaningful contributors to the classroom and ultimately society.

Please take the time to read over this handbook and familiarize yourself with the basic guidelines of our schools. Creating an environment conducive to learning is the goal of Line Mountain School District. This is accomplished by working jointly with families and community members. This handbook establishes a level of common knowledge from which we can build upon. Only through joining our voices and ideas can we create the best educational environment for our children. As always, your questions, concerns and suggestions are welcome.

If you have a concern, you are asked to observe the following procedures:

1. Contact the teacher in an effort to find out the circumstances and attempt to resolve the conflict.
2. If you feel that you have not gotten any satisfaction from the teacher, you should immediately take the next step and contact the principal.
3. If the situation is not resolved, you may then contact the superintendent.
4. If you have followed the previous three steps and still have no resolution, you may, as per school district policy, have the concerns shared with the school board.

If you have any questions regarding some phase of school operation, please do not hesitate to contact the school office.

My best wishes for a rewarding year.

Jeanne T. Menko  
Elementary Principal

# **CODE OF STUDENT CONDUCT**

<u><b>LEVELS</b></u>	<u><b>EXAMPLES</b></u>	<u><b>PROCEDURES</b></u>	<u><b>DISCIPLINARY RESPONSES</b></u>
<p><b>Level I</b></p> <p>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member through classroom management techniques, but sometimes require the intervention of other school personnel.</p>	<p>Classroom or in-school disturbance: Inappropriate attire; Inappropriate behavior (Minor); Inappropriate displays of affection; Disruptive classroom behavior; Disrespectful language or gestures; Cheating and lying; *Minor bus disturbance; Horseplay; Tardiness to class; Lack of respect; Unreasonable noise; Cafeteria misbehavior; Misbehavior on school property; Abuse of school or personal property &amp; equipment; Internet misconduct(Susp. of internet privileges) ** Unlawful Harassment ***Vehicular/driving violation</p>	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher conference;</p> <p>Conference with the counselor and/or administrator.</p> <p>A proper &amp; accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p><b>Administrative Discretion</b> can be used to determine discipline depending on circumstances of situation.</p> <p><b>Minimum Verbal reprimand</b></p> <p>Verbal reprimand Behavioral contract; School bus conduct warning notice Bus discipline – Class A &amp; B offenses Parent conference (person or phone); Counseling; Strict supervised study; Detention (lunch and/or after school) done through Admin.; Referral to office; Grade reduction in cases of cheating/plagiarism; Removal of internet privileges.</p>
<p><b>Level II</b></p> <p>Frequent or serious misbehavior that tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of <b>LEVEL I</b> misbehaviors, require the intervention of personnel on the administrative level because the execution of <b>LEVEL I</b> disciplinary options has failed to correct the situation.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel</p>	<p>Continuation of unmodified <b>LEVEL I</b> misbehavior; Insubordination; Inciting a confrontation; Truancy/ 3 unexcused absences; Inappropriate behavior (Major); Reckless driving on school property; Repeated tardiness to school (1 day detention); *Smoking/tobacco or look-a-like products (1 day ISS) Physical aggression (Minor); Use of obscene language or gestures; Using forged notes or excuses; Out of assigned area; Cutting classes (1 day ISS); Failure to serve detention assignments (1 day ISS); Gambling; Leaving school without authorization (1 day ISS); Abusive language to faculty; Possession of dangerous objects, i.e. matches, lighters, etc.; ***Unlawful Harassment; Internet misconduct(Minor) Hazing ****Continued bus disturbances</p>	<p>Student is referred to the administration for appropriate investigation and necessary disciplinary action.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.</p> <p>A parental conference is held as a result of suspension.</p>	<p><b>Administrative Discretion</b> can be used to determine discipline depending on circumstances of situation.</p> <p><b>Minimum: 1 hour after school detention.</b></p> <p>Behavioral contract; **In-school suspension; Reflective writing; Referral to outside agency; Counseling/referral for psychological evaluation; Parent-teacher/parent-administrator conference; **Temporary suspension; Detention (after school and/or Saturday); Citations filed in accordance with school Code; Removal of internet privileges; Temporary suspension of bus riding privileges; Bus discipline A &amp; B offenses</p>
		<p>*Refer to School Board Policy #222, Tobacco Use **Refer to School Board Policy #233, Suspension and Expulsion ***Refer to School Board Policy #248, Unlawful Harassment ****Refer to School Board Policy #810, Transportation</p>	

<u>LEVELS</u>	<u>EXAMPLES</u>	<u>PROCEDURES</u>	<u>DISCIPLINARY RESPONSES</u>
<p><b>Level III</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts might be considered criminal but, most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situations in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>	<p>Fighting (3 days OSS); Inappropriate touching; Stealing; Vandalism (minor); Throwing harmful objects; Threats against others; Continuation of unmodified LEVELS I and II misbehavior; Lewd behavior or materials to include sexting; Use of obscene language or gestures to a staff member; Use or threatening to use a dangerous object; Receiving stolen merchandise; False report of threats; Internet misconduct (Major); ***Unlawful harassment *Hazing Physical aggression (Major); ****Major bus disturbance (Throwing items out of bus windows)</p>	<p>The administrator initiates, disciplinary action by investigating the infraction and conferring with staff and/or appropriate law enforcement authorities or the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action of the school officials and/or legal authorities.</p> <p>A proper and accurate record of offense and disciplinary action is maintained by the administrator.</p>	<p>Administrative discretion can be used to determine discipline depending on circumstances of situation.</p> <p>Minimum: <b>1 day ISS</b></p> <p>**In-school suspension **Temporary removal from class **Temporary or full suspension Homebound instruction or alternative-education program; Parent conference and/or hearing; Consulting/referral for psychological evaluation; Charges under Pennsylvania Criminal code; Restitution for property damages; Removal of driving privileges; Removal of internet privileges; Removal of bus riding privileges; Bus discipline A &amp; B offenses</p>
<p><b>Level IV</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.</p>	<p>Continuation of unmodified LEVELS I, II and III misbehavior; Vandalism (Major); Disorderly conduct; Arson; Theft/possession/sale of stolen property; Deliberately striking a staff member; Assault; Extortion; Bomb threat; False fire alarm; False 9-1-1 calls in school; *Violation of Controlled Substances Policy; ***Unlawful Harassment; ****Possession/use/transfer of a weapon; *****Terroristic threat *****Hazing</p>	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment.</p> <p>Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting the offender.</p> <p>A complete and accurate report is submitted to the board for board action.</p>	<p>Administrative discretion can be used to determine discipline depending on circumstances of situation.</p> <p>Minimum: <b>1 day OSS</b></p> <p>**All verified offenses will result in a mandatory temporary and/or full suspension; Referral to appropriate law enforcement agencies. Referral for psychological treatment; **Expulsion; Other board action which results in appropriate placement; Alternative placement; Alternative school or homebound instruction; Restitution of property and damages; Removal of internet privileges.</p>
		<p>*Refer to School Board Policy #227, Controlled Substances **Refer to School Board Policy #233, Suspension and Expulsion ***Refer to School Board Policy #248, Unlawful Harassment ****Refer to School Board Policy #218.1 Weapons (pending) *****Refer to School Board Policy #218.2, Terroristic Threats/Acts (pending) *****Refer to School Board Policy #247, Hazing</p>	

# BULLYING BEHAVIORS CHART

BULLYING BEHAVIORS CHART				
MILD	MODERATE			SEVERE
PHYSICAL AGGRESSION				
♦ Pushing ♦ Shoving ♦ Spitting	♦ Kicking ♦ Hitting	♦ Defacing property ♦ Stealing	♦ Physical acts that are demeaning and humiliating, but not bodily harmful (e.g., de-panting) ♦ Locking in a closed or confined space	♦ Physical violence against family or friends ♦ Threatening with a weapon ♦ Inflicting bodily harm
SOCIAL ALIENATION				
♦ Gossiping ♦ Embarrassing	♦ Setting up to look foolish ♦ Spreading rumors about	♦ Ethnic slurs ♦ Setting up to take the blame	♦ Publicly humiliating (e.g., revealing personal information) ♦ Excluding from group ♦ Social rejection	♦ Maliciously excluding ♦ Manipulating social order to achieve rejection ♦ Malicious rumor mongering ♦ Threatening with total isolation by peer group
VERBAL AGGRESSION				
♦ Mocking ♦ Name calling ♦ Dirty looks ♦ Taunting	♦ Teasing about clothing or possessions	♦ Teasing about appearance	♦ Intimidating telephone calls	♦ Verbal threats of aggression against property or possessions ♦ Verbal threats of violence or of inflicting bodily harm
INTIMIDATION				
♦ Threatening to reveal personal information ♦ Graffiti ♦ Publicly challenging to do something	♦ Defacing property or clothing ♦ Playing a dirty trick	♦ Taking possessions (e.g., lunch, clothing, toys)	♦ Extortion	♦ Coercion ♦ Threatening with a weapon ♦ Threats of using coercion against family or friends

Garriety, Carle, Kathryn Jens, William Porter, Nancy Sager, and Cam Short-Camilli. Bully Proofing Your School. Colorado: Sopriw West, 1997.7

**DEFINE BULLYING** – All Children are the victims of occasional teasing behavior or aggression, but some children are repeatedly targeted. True Bullying is repeated exposure over time to negative actions. Bullying means there is an imbalance of power so that the child being victimized has trouble defending himself or herself. Bullying is aggression. It can take many forms, including physical, verbal, or psychological. Bully is when one person uses power in a willful manner with the aim of hurting another individual repeatedly.