

# Westinghouse Arts Academy Student Code of Conduct

**2023-2024**

## Level 1 Actions

**Level 1 Actions are non-violent. Level 1 actions do not necessarily pose a threat to the health, safety, or property of others. Positive classroom and school-wide interventions and supports are used to address Level 1 actions. Students are not referred to an administrator for Level 1 actions unless they continue after appropriate intervention and support.**

Action	Description	Authority	1st Offense Consequence
Class Tardy	Student arrives at class after the bell or signal that class has started without a pass or valid excuse. This is up to 10 minutes after the start of class. After 10 minutes, it is considered a class skip. This does not include being late to school in the morning.	Principal/ Dean of Students	Saturday Detention
Pass Violation	Student violates pass procedures. This can include inappropriate use of e-Hallpass, being out on a pass for too long, going to a location that is not authorized in the pass, excessive passes, etc.	Principal/ Dean of Students	Pass Restriction 2 Weeks
Pestering, Teasing, Horseplay	Physical contact or communication with another student that is made for non-educational purposes and either interferes with education or safety of the school environment.	Principal/ Dean of Students	Saturday Detention
General Disregard for Classroom and School Rules	Student engages in problem behavior that involves a disregard of classroom or school rules.	Principal/ Dean of Students	Saturday Detention
Inappropriate Language or Gestures	Student engages in low-intensity instance of inappropriate language. The inappropriate language is used in conversation rather than toward another student/teacher.	Principal/ Dean of Students	Saturday Detention
Disruption to Class or Hallway	Verbal or physical behavior which is determined by the teacher or staff to be disruptive to learning. Examples include but are not limited to: repeatedly talking out in class or out of turn, being exceptionally loud, running, throwing objects, failure to follow classroom rules.	Principal/ Dean of Students	Saturday Detention
Personal Electronic Device Violation	Student engages in non-serious but inappropriate use of cell phone, music/video players, camera, computer, etc. This means that the student is using the device without required school/staff-sponsored approval.  Electronic device restrictions shall not apply when a student (1) is a member of a volunteer fire company, ambulance, or rescue squad; or (2) has a need for such a device due to a medical condition such as diabetes.	Principal/ Faculty	Confiscation of device to Main Office - returned at end of day
Misuse Of Computers/Computer Networks/Electronic Device I	A student shall not engage in any act that violates the school's Acceptable Use Policy, any individual school computer use guidelines or mobile computing device program guidelines, including, but not limited to the following acts that may not necessarily pose a threat to the health, safety, or property of others:  A. Utilizing computers, computer networks, or electronic devices during times when such conduct is not permitted B. Intentionally loading or use of unauthorized games, programs, files, or other electronic media, on school devices C. Impersonation of another user, anonymity, and pseudonyms, within school systems D. Creation of links to other networks whose content or purpose would violate the school's Acceptable Use Policy E. Offensive and inflammatory communications that do not pose an apparent risk to safety  Proper virtual etiquette will be taught and reinforced before proceeding to discipline for computer conduct violations.	Principal/ Dean of Students	Saturday Detention
Public Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact of a sexual nature to another student/person. An example of this may be kissing in the hallway or excessive/prolonged hugging.	Principal/ Dean of Students	Saturday Detention

Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school and in the Student Handbook.	Principal/ Faculty	Removal of Offensive Attire, Alternative Attire Provided as Needed
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**Level 2 Actions**

**Level 2 actions are of a serious nature and may pose a threat to the health, safety, or property of any person. An administrator is notified when a Level 2 action occurs. Students may be suspended for Level 2 actions. Actions with asterisks trigger a mandatory notification to school police pursuant to School Code Section 1303-A(b) and 22 Pa. Code Section 10.22.**

Action	Description	Authority	1st Offense Consequence
Chronic Level I Actions	Student engages in a Level I actions (or several Level I actions) repeatedly. Two instances of interventions by teacher and attempted communication with parent/guardian are required before assigning this action.	Principal	ISS 1-3 Days
Cutting Class	A student is present on the school campus, but is illegally absent from the assigned classroom. A student is cutting class 10 minutes after the start of that period.	Principal	ISS 1-3 Days
Unauthorized Presence of Student During School Hours	<b>On School Grounds:</b> A student shall not be on any portion of the school grounds where their presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee.  <b>On Private or Public Property:</b> A student shall not be present on any portion of private or public property that is next to school property during designated school hours. During school hours students must be in school unless they have an approved reason for absence.	Principal	ISS 1-3 Days
Academic Dishonesty	Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as their own, and the unauthorized use of aids during examinations, projects, and assignments.  Using AI bots to plagiarize or copy others' work, whether intentionally or unintentionally, is a breach of academic integrity and will not be tolerated.	Principal	ISS 1-3 Days
Lying/Forgery	The student delivers a message that is untrue and/or deliberately violates rules.	Principal	ISS 1-3 Days
Misuse Of Computers/Computer Networks/Electronic Device II	A student shall not intentionally engage in any act that violates the District's Network Usage and Safety Policy, any individual school computer use guidelines or mobile computing device program guidelines, or agreements signed by the student or the student's parents regarding the use of technology resources, including, but not limited to the following:  A. Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including videos of inappropriate student conduct, cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.  B. Attempt to alter, destroy, or disable District technology resources including, but not limited to, computers and related equipment, District data, the data of others, or other networks connected to the District's system, including off school property if the conduct causes a substantial disruption to the educational environment.  C. Use the internet or other electronic communications to threaten or harass District students, employees, board members, or volunteers, including off school property if the causes a substantial disruption to the educational environment or infringes on the rights of another student at school.  D. Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.  E. Attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.  Proper virtual etiquette will be taught and reinforced before proceeding to discipline for computer conduct violations	Principal	ISS 1-3 Days

Bullying/Cyberbullying	<p><b>Bullying</b> means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:</p> <ol style="list-style-type: none"> <li>1. Creating an intimidating or hostile environment that substantially interferes with a student's education; or</li> <li>2. Physically, emotionally or mentally harming a student; or</li> <li>3. Placing a student in reasonable fear of physical or emotional harm; or</li> <li>4. Placing a student in reasonable fear of damage to or loss of personal property</li> </ol> <p><b>Cyberbullying:</b> Bullying includes cyberbullying and/or bullying through electronic communication devices including, but not limited to, social networking, email, instant messages, text messages, blogs, photo and video sharing, chat rooms, dash boards, or websites. Cyberbullying may include acts that occur outside of school if certain criteria are met. The complete Prohibition of Bullying/Harassment Policy, complaint and investigation procedures are posted on the District website at <a href="http://www.pps.k12.pa.us/Page/481">www.pps.k12.pa.us/Page/481</a>, and in every building and classroom.</p>	Principal	ISS 1-3 Days, No-Contact Agreement
Failure to Serve Detention	Student does not report to a scheduled detention.	Principal	ISS 1-3 Days
Disruption or Rule Violation in Detention	A student engages in behavior causing a disturbance that interrupts detention, or a student violates a rule while serving detention.	Principal	ISS 1-3 Days
Damage, Destruction, or Vandalism of School or Private Property I	Causing or attempting to cause damage to school or private property. Under \$100 at this action level.	Principal	ISS 3-5 Days, Restitution
Theft/Burglary/Robbery of School or Private Property I	A student shall not engage in or attempt to engage in theft, burglary, or robbery of school or private property. Under \$100 at the action level.	Principal	ISS 3-5 Days, Restitution
Verbal Altercation Toward Staff or Student	Swearing, cursing, making obscene gestures, or using verbally abusive language toward another student or staff member.	Principal	ISS 1-3 Days
Leaving the School Building Without Permission	A student leaves the building without proper permission. This includes going between the school buildings without proper authorization as well.	Principal	OSS 1-3 Days
Inappropriate Sexual Behavior	Exposing or touching one's own genitals, breast, buttocks, or those sexual parts of another person. May also involve engaging in intercourse, oral sex, or simulated sex on school grounds	Principal	OSS 3-5 Days
Threats/Intimidation	A threat to commit violence. Threats in this infraction level pose a minimal risk to the victim and public safety. The threat is vague and indirect; the information contained within the threat is inconsistent, implausible, or lacks detail; the threat lacks realism; and the content of the threat suggests the person is unlikely to carry it out. Threats can be made verbally, in writing, or with gestures.	Principal	OSS 3-5 Days
Physical Aggression Toward Student	Use of violence by a student on a student when there is no major injury as determined by the school administrator, but there is a clear aggressor or initiator of the physical aggression and physical contact was made.	Principal	OSS 3-5 Days
Physical Aggression Toward Staff	Use of violence by a student on a staff member when there is no major injury as determined by the school administrator, but there is a clear aggressor or initiator of the physical aggression and physical contact was made.	Principal	OSS 3-5 Days
Fighting	Use of physical violence between two students, whereby it is unclear after an investigation is conducted which student was the aggressor or initiator of the fight.	Principal	OSS 3-5 Days

### Level 3 Actions

**Level 3 Actions are of a serious nature and, when they occur, can be expected to pose a threat to the health, safety, or property of any person. An administrator is notified when a Level 3 Action occurs. Students may be suspended for any Level 3 Action. Actions with asterisks trigger a mandatory notification to school police pursuant to School Code Section 1303-A(b) and 22 Pa. Code Section 10.22.**

Action	Description	Authority	1st Offense Consequence
Smoking, Vaping, and Tobacco Possession/Use	Smoking, using tobacco or any electronic smoking device in school buildings, school buses, or on any property owned by, leased by or under the control of the school.	Principal	Temporary OSS - Days to be determined

<p>Misuse Of Computers/Computer Networks/Electronic Device III</p>	<p>A student shall not engage in any act that violates the District’s Network Usage and Safety Policy, any individual school computer use guidelines or mobile computing device program guidelines, including, but not limited to the following and personal devices:</p> <p>A. Hate mail, discriminatory remarks, as well as offensive and inflammatory communications that pose an apparent risk to safety</p> <p>B. Using any electronic device to display or access obscene or pornographic materials</p> <p>C. Transmission of sexually explicit language or images, including images of oneself</p> <p>D. Destruction, modification or abuse of network hardware, software, or information</p> <p>E. Videotaping fights or videotaping someone in a place where they have an expectation of privacy</p> <p>F. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.</p> <p>Proper virtual etiquette will be taught and reinforced before proceeding to discipline for computer conduct violations.</p>	<p>Principal</p>	<p>Temporary OSS - Days to be determined</p>
<p>Harassment</p>	<p>A form of discrimination based on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability consisting of unwelcome conduct, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance when such conduct is sufficiently severe, persistent, or pervasive and a reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment. Specific harassment infractions are further defined as follows:</p> <p><b>A. Sexual Harassment:</b> Conduct on the basis of sex that is both unwelcome and is determined by a reasonable person to be so severe, pervasive and objectively offensive that it denies a person equal access to a District program. Quid pro quo sexual harassment, requiring a person to submit to unwelcome sexual conduct in exchange for an aid, benefit or service is also covered by District policy. Sexual assault, dating violence, domestic violence, and stalking, as defined by District policy are also types of sexual harassment.</p> <p><b>B. Racial/Ethnic Harassment:</b> Discrimination on the basis of race, color, or national origin includes discrimination based on a person’s actual or perceived race, color, national origin, ethnicity, or ancestry. This includes discrimination based on the country, world region, or place where a person or his or her ancestors come from; a person’s limited English proficiency or English learner status; or a person’s actual or perceived shared ancestry or ethnic characteristics, including membership in a religion that may be perceived to exhibit such characteristics (such as Hindu, Jewish, Muslim, and Sikh individuals).</p> <p><b>C. Gender-Based Harassment:</b> May include acts of verbal, nonverbal, or physical aggression intimidation, or hostility based on sex stereotyping. Thus, harassment of a student for failing to conform to stereotypical notions of masculinity and femininity constitutes sex discrimination. Gender-based harassment can rise to a violation of District policy and/or Title IX when such conduct denies or limits a student’s ability to receive educational aid, benefits, services, or treatment.</p> <p><b>D. Disability Harassment:</b> Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the institution’s program. Harassing conduct may include verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.</p> <p><b>Other Forms of Harassment:</b> Any act that violates the District’s Prohibition of Bullying/Harassment Policy which does not meet the definition of sexual harassment, racial/ethnic harassment, gender-based harassment, or disability harassment.</p>	<p>Principal/ Title IX Coordinator</p>	<p>Temporary OSS - Days to be determined, No-Contact Agreement</p>
<p>Hazing</p>	<p>Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <p>A. Violate federal or state criminal law.</p> <p>B. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.</p> <p>C. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.</p> <p>D. Endure brutality of a sexual nature.</p> <p>E. Endure any other activity that creates a reasonably likelihood of bodily injury to the student.</p> <p>Any activity, as described above, shall be deemed a violation regardless of whether the consent of the student was sought or obtained.</p>	<p>Principal</p>	<p>Temporary OSS - Days to be determined</p>
<p>Inciting a Disturbance or Melee</p>	<p>Causing a serious disruption or fight amongst a group of individuals, resulting in the involvement of multiple school staff members to quell the disturbance.</p>	<p>Principal</p>	<p>Temporary OSS - Days to be determined</p>
<p>Damage, Destruction, or Vandalism of School or Private Property II</p>	<p>Causing or attempting to cause damage to school or private property in excess of \$100.</p>	<p>Principal</p>	<p>Temporary OSS - Days to be determined, Restitution</p>

Theft/Burglary/Robbery of School or Private Property II	A student shall not steal or attempt to steal or burglarize school or personal property. Theft, burglary, or robbery in this infraction level exceeds \$100.	Principal	Temporary OSS - Days to be determined, Restitution
Sexual Act/Sexual Misconduct	Sexual misconduct in this infraction level involves engaging in intercourse, oral sex, or simulated sex on school grounds.	Principal	Temporary OSS - Days to be determined
Disruption or Rule Violation in In-School Suspension	A student engages in behavior causing a disturbance that interrupts ISS, or a student violates a rule while serving ISS.	Principal	Temporary OSS - Days to be determined

**Level 4 Actions**

**Level 4 Actions are of a serious nature and pose a threat to the health, safety, or property of any person. An administrator must be notified when a Level 4 Action occurs, in the form of a discipline referral or statement describing the incident. Students may be suspended or expelled for Level 4 Actions. Actions with asterisks trigger a mandatory notification to school police pursuant to School Code Section 1303-A(b) and 22 Pa. Code Section 10.22.**

Action	Description	Authority	1st Offense Consequence
Simple Assault on a School Employee	When a student engages in any of the following actions against a school employee or contractor: A. Attempts to cause or intentionally, knowingly or recklessly causes bodily injury to a school employee without physical provocation; B. Negligently causes bodily injury to another with a deadly weapon C. Attempts by physical menace to put another in fear of imminent serious bodily injury.	Principal	Full OSS - Days to be determined, School Board Hearing
Simple Assault on a Student or Non-School Personnel	When a student intentionally and without provocation hits, punches, or kicks a student or other person employed by the school. Other physical conduct that does not meet the definition of assault may fall under the prohibition against fighting, bullying, and/or harassment.	Principal	Full OSS - Days to be determined, School Board Hearing
Aggravated Assault on a School Employee, Student, or Non-School Personnel	When a student (1) attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life; or (2) attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon.	Principal	Full OSS - Days to be determined, School Board Hearing
Terroristic Threats	A threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.	Principal	Full OSS - Days to be determined, School Board Hearing
Arson	The deliberate starting of a fire or explosion, or helping, asking, or telling another person, to start a fire or explosion, which could or does place property in danger of being damaged or a person (including a fire fighter) in danger of injury.	Principal	Full OSS - Days to be determined, School Board Hearing

<p>Weapon</p>	<p>A student shall not possess, handle, or transmit any item defined by the Pennsylvania School Code as a weapon (hereinafter "weapon") while on any school property, while at any school sponsored or approved activity or while walking or being transported in any manner to or from a school or school sponsored or approved activity.</p> <p>a. <b>Weapons as Defined by Statute.</b> The term "weapon," by School Code, includes but is not limited to any knife, cutting instrument, cutting tool, explosive, nunchaku, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. When determining whether an object is a weapon, schools must consider what the object is practically and functionally intended to do. The manner in which a student uses an object does not convert an otherwise non-weapon into a weapon.</p> <p>b. <b>Self-Defense Items.</b> A self-defense item is a tool, instrument, or implement which is made or commonly used for self-protection. Examples include but are not limited to pepper spray, self-defense keychains, self-defense rings, tactical pens or flashlights, and kubatons. PPS will only charge a student with a weapons violation if the student has used or threatened to use the self-defense item against another individual.</p> <p>c. <b>Lookalike Item.</b> Any imitation of a knife, cutting instrument or tool, nunchaku, firearm, shotgun or rifle. While students may have access to lookalike items that are often sold as toys or costume accessories, such items are prohibited in the school setting or at school sponsored events. Students who bring in lookalike items shall have them confiscated and will receive no discipline consequence unless the item was used to perpetrate some other conduct prohibited by this Code of Student Conduct.</p>	<p>Principal</p>	<p>Full OSS - Days to be determined, School Board Hearing</p>
<p>Possess, Use, Under the Influence of Drugs/Alcohol</p>	<p>See Board Policy # 2027 for definitions  <a href="https://go.boarddocs.com/pa/westinghousearts/Board.nsf/Public?open&amp;id=policies#">https://go.boarddocs.com/pa/westinghousearts/Board.nsf/Public?open&amp;id=policies#</a></p>	<p>Principal</p>	<p>Full OSS - Days to be determined, School Board Hearing</p>

<p><b>Progressive Suspension Hearing Structure</b></p>	
<p>1st Suspension</p>	<p>Informal hearing with Dean of Students, Student, and Guardian</p>
<p>2nd Suspension</p>	<p>Formal hearing with Principal, Dean of Students, Student, and Guardian</p>
<p>3rd Suspension</p>	<p>Informal hearing with Principal, Formal hearing with School Board Discipline Committee</p>
<p>4th Suspension</p>	<p>Informal hearing with Principal, Formal hearing with School Board, suspension dates possibly extended while waiting for hearings</p>