

SCHOOL LANE CHARTER SCHOOL

Inquiry. Inclusion. International Mindedness.

Parent-Student Handbook & Code of Conduct

Elementary Campus, Grades K-6

2022-2023



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General Statement

School Lane Charter School is committed to respect for the rights of others. Rules governing discipline and conduct are written so that parents, students, teachers, staff, and administrators know what is required of students. By working together under clearly stated and consistently enforced regulations, we can administer firm and fair discipline practices.

Parents, teachers, staff, school administrators, and the Board of Trustees are responsible for helping students develop self-discipline. The Code of Conduct defines the partnership that the school and the larger community share across several broad concepts:

- Participation, which includes involvement in school activities;
- Environment, which includes the climate of the school;
- Education, which includes preparation and work habits;
- Respect, which includes treatment of others; and
- Expression, which includes dress, verbal and nonverbal issues.
- These broad concepts are applied throughout this handbook.

The Board of Trustees of School Lane Charter School has the authority to make reasonable and necessary rules governing the conduct of students in school. Students are expected to assume that the rules contained in this Code of Conduct remain in effect unless specifically repealed, altered or waived in writing by the Board of Trustees.

Non-Discrimination

School Lane Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all Charter School students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

Scope of the Student Code of Conduct

This Code of Conduct applies to conduct of School Lane Charter School students that occur:

- On school grounds at any time;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) undermine school authority; (ii) endanger the safety of students, teachers, administrators, or any other member of the school community; or (iii) disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation.

Mission and Vision

Mission

Our mission is to create a sanctuary where all members of the learning community are partners and show by example their commitment to the School Lane Charter School Vision of high achievement, lifelong and active learning, diversity and equity, international mindedness, and collaborative problem solving.

Vision

Our vision is that every member of the SLCS community (students, parents, staff, and Board) and all who enter this school community will enter into a sanctuary.

Our sanctuary is a safe, physically protected, and emotionally literate place that serves as a healing environment from the negative aspects of the outside world. Everyone who is affected by the school environment is also responsible for creating, modeling, and maintaining school safety:

- Physical
- Psychological
- Social
- Moral/Ethical

In our sanctuary, the needs of the children come first. No child is expendable. Everyone is recognized as having a capacity for learning with unique patterns for learning. Every child is recognized as gifted. Our responsibility is to help them to discover their giftedness and learn to use their minds well. Our expectation is of high achievement for all.

Our sanctuary is a community of learners where active learning is facilitated, students develop a love of learning, and everyone is a life-long learner. Each member is empowered to take responsibility for his/her own learning and growth.

In our sanctuary, diversity is honored and celebrated. Multicultural education, global awareness, and equity are practiced.

In our sanctuary, everyone is worthy of respect and all voices are heard. Positive school growth is achieved through parent partnering and collaborative problem solving.

SLCS is a school of choice where teachers use innovation to empower and motivate students to believe that they can be whatever they want to be.

Through positive attitudes and flexible thinking, each of us can make a difference.

Approach to Discipline

School Lane is an institution of learning – and social emotional growth is just as important as cognitive growth in a true learning environment. Therefore, we take a proactive approach to creating a positive school environment that supports students' social emotional growth, their ability to self-manage, and to have self-discipline. We are grounded in the practices of Responsive Classroom - an evidence-based approach to education that focuses on the strong relationship between academic success and social-emotional learning. The Responsive Classroom approach empowers educators to create safe, joyful, and engaging learning communities where all students have a sense of belonging and feel significant. Some of the core practices of Responsive Classroom that School Lane actively uses are morning meeting, establishing rules as a class, having academic choice, grounding teaching in appropriate developmental stages of children, the intentional use of teacher language, interactive modeling of expectations, and logical consequences.

We understand that students will make behavior mistakes and that each time they do, it is an opportunity for the student to learn. In order to ensure that students learn from mistakes, there first needs to be the setting of a limit so that the student can see that he/she has made a mistake and has the opportunity to reflect on it. The Code of Conduct in this handbook is a framework for the types of actions that we constitute as mistakes that students make and the ways in which limit setting is emphasized by our staff. This framework is just that – a framework – it is not a one size fits all approach to every single action that happens at school. If social emotional learning is looked at through the same lens as cognitive development, then we should always be fluid and adaptive to student needs. Not every student learns to read and write within our typical framework for teaching literacy, and the same is true for our typical framework for social emotional learning. When students at School Lane struggle in their social-emotional growth, additional supports will be scaffolded in to set the student up to be more successful, while also maintaining a safe learning environment for all students to receive a quality education.

Families at SLCS take an active role in supporting their child and the school community with implementing our approach to discipline as well. The family's primary role is to set their child up proactively to be successful in school. In addition, when students make mistakes families must engage with their child and the staff at SLCS to collaboratively problem solve the issues that arise. This is true both when your child is the one who makes the mistake, or when your child is the one that has the mistake done to them. In all instances, families are expected to support the inclusive learning environment that SLCS strives to maintain at all times.

Student Rights and Responsibilities

There are 4 rights that all students have at School Lane. With each of these rights comes the responsibility to allow others at SLS to have these rights as well.

	Rights	Responsibilities
Positive Words:	I have the right to share my thoughts in a positive manner.	I am responsible for respecting the thoughts of others.
Act Responsibly:	I have the right to be in a classroom where I can do my best.	I am responsible for doing my best and allowing others to do their best.
Work Together:	I have the right to feel included as a member of the community.	I am responsible for making sure others feel included.
Stay Safe:	I have the right to a safe school environment.	I am responsible for following the rules to keep everyone safe.

There will be times when students will not uphold their responsibilities every now and then. These are important learning experiences where the student can expect limits to be set in a way that shows the student that the rights of others were effected. If a student consistently violates the rights of others, or violates the rights of others in one incident in such a way that it has a long term effect on those rights, then the student can expect that there will be much stronger limit setting as well as a series of supports put in place to ensure that the student does not continue to violate the rights of other students, per the code of conduct.

Parent/Family Rights and Responsibilities

There are 4 rights that all families have at School Lane. With each of these rights comes the responsibility to allow other community members to have these rights as well.

	Rights	Responsibilities
Positive Words:	I have the right to share my thoughts in a positive manner.	I am responsible for respecting the thoughts of others.
Act Responsibly:	I have the right to be a part of a school community where all stakeholders uphold their expectations.	I am responsible for upholding the family expectations to partner with the school to support the academic and social/emotional needs of my child.
Work Together:	I have the right to be included in collaborative problem solving to uphold the mission and vision of SLCS.	I am responsible for working collaboratively with others to solve problems and uphold the mission and vision of SLCS.
Stay Safe:	I have the right to be a part of a safe and positive school environment.	I am responsible for modeling the good behavior that we expect of students.

Specific Policies

In addition to those requirements stated above, students and families are expected to conform to the following policies:

Attendance

School Lane Charter School's goal is higher standards and higher academic achievement for all our students. In pursuit of this goal, it is essential to teach the benefits of and encourage good attendance and punctuality during our student's educational career. Attendance habits begin early, are critical to student achievement, instill self-discipline and are vital to ensuring a quality learning experience and a successful and productive future for all students. Learned in the process of attending school, good attendance habits generally remain with students and serve them throughout their adult life.

School Lane believes that the primary responsibility for student attendance lies with the parents/guardians.

Frequent absences or lateness interferes with the learning process and puts students at high risk for academic failure. Thoughtful consideration should be given to the effects on student learning of any absence other than one of a medical or family emergency.

Whenever possible, medical or dental appointments should be scheduled at times outside of the school day.

Classroom instruction is an essential part of the learning process; hands-on and cooperative group learning is a significant part of the School Lane Charter School curriculum. To be meaningful and effective, quality education requires continuity of instructions, regular contact among students in the classroom and participation in well-planned instructional activities. Many learning experiences that take place during the School Lane Charter School's school day are difficult to duplicate elsewhere.

Lateness

Students are expected to arrive on time for school promptly at **8:00 AM**. Any student who reports to school after this time is considered late. Any student who is not seated in the classroom and ready for class to begin at 8:00 AM is considered late. Late students must arrive to class with a pass.

In the event that your child is late for school, he or she must report immediately to the front office. Minutes after the required arrival time will accumulate with 240 minutes (4 hours) equaling one half day absent and recorded as such. Students who travel on school buses will not be marked late if the school bus arrives late to SLCS.

Early Dismissal

Early dismissals for Grades K-6 will not be approved beyond 3:00PM. Parents/Guardians who come to the office at 3:00 or later to request early dismissal for a student(s) will be required to wait in the car line to pick up student(s).

Whenever possible, medical or dental appointments should be scheduled at times outside of the school day. Students who must leave school during regularly scheduled **hours must either present a note to the front office from the parent/guardian, or the parent/guardian may email attendanceK6@schoollane.org** stating the time the student needs to be excused and indicating if someone other than the parent is picking up the student. This note should be presented to the homeroom teacher. Phone calls to the school are not accepted for this purpose. Parent, guardian, or designated adult is asked to meet and sign the student out in the school office. SLCS is a 100% check ID school. No student will be permitted to leave SLCS with a person other than those indicated on your yearly form.

In case of illness during the school day, the student should report to the school nurse who will then contact the parent/guardian.

Students who are dismissed early will accumulate minutes out of school with 240 minutes (4 hours) equaling one half day. Half days are accumulated into full days in regard to absence (i.e., two half days equal one full day of absence).

Students must be in attendance for the entire school day to be eligible to participate in any extracurricular activities at any time on that given day.

Students who are absent in excess of 19 days (10% of the school year) during one school year are considered at risk for retention or removal.

Excused Absence

Parents are responsible for providing school officials with verification of the reason (notes or documentation) for each day absent within three (3) days of the student returning to school. Documentation should be sent either send a physical note to the front office from the parent/guardian, or the parent/guardian may email attendanceK6@schoollane.org. The following may be designated as valid excuses for absence of a student from school provided satisfactory evidence or documentation for the excuse is provided to school officials:

1. **Death in the Immediate Family.** An absence resulting from the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.
2. **Medical or Dental Appointments.** An absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled school hours. Notice should be given to the teacher prior to the absence, except in the case of an emergency.

3. **Illness or Injury.** An absence resulting from illness or injury which prevents the student from being physically able to attend school. Any student missing more than two consecutive school days requires a note from a physician.
4. **Quarantine.** An absence that is ordered by the local health office or by the State Board of Health.
5. **Court or Administrative Proceedings.** An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Observance of a Religious Holiday.** An absence may be considered excused if the tenets of a religion, to which a student or his/her parent adhere, require observance of a religious event.

All absences will be treated as unlawful until School Lane Charter School receives a written excuse explaining the reason(s) for an absence. If the Parent/Guardian fails to provide a written excuse within three days of the absence, the absence will be permanently counted as unlawful/unexcused. To clarify, in order for the absences to be considered excused, one of the above valid reasons for absences must be noted from the parent with three days of the student absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Once a student accumulates ten (10) absences covered by parental written excuse, or ten (10) cumulative excused and unexcused absences, all subsequent absences shall require an excuse from a medical provider or licensed practitioner of the healing arts. If a student is sent home by the nurse after they already reached the 10 cumulative days, and are absent the following day because they have to be fever free for 24 hours before returning to school, a note from the parent will be needed for that day, but doctor's note will not be required.

School Lane Charter School does not grant Educational Leave of Absences. Parents may decide to remove students from school at their own discretion. Student will be considered truant if they are absent for more than three days without a lawful excuse (see above for reasons that are considered lawful). All truancy laws will be followed. If a student is out of school for 10 consecutive days, by law, SLCS is required to remove the student from our enrollment.

Missed Assignments

Students are expected to make up all assignments and projects missed when absent. Student and/or parents are expected to contact the teacher for assignments missed during an absence. Students are allowed an equal number of days as they have an excused absence to complete the necessary make-up assignments or projects. In cases of extended illness, the student/parent should ask for help in establishing a make-up schedule.

Truancy

Truancy is any absence from school or from any scheduled class without an acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained absences are recorded as truanies. Truancy is an unexcused absence. Any absence not verified in the form of a written note by a parent/guardian, physician, court, or other agency, within three days of the student's return to school, is considered unexcused.

School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. Parents/Guardian must petition the Board of Trustees by submitting a written request and providing evidence to support the request.

When a child demonstrates truant behavior, School Lane Charter School will schedule a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve truant behavior. The plan can include a myriad of options for elimination of truancy mutually agreed upon by the participants.

Students who are absent from school for 10 or more consecutive days without appropriate documentation will be removed from School Lane Charter School's rolls. This is the law in the Commonwealth of Pennsylvania.

When a student reaches six or more unexcused absences, School Lane Charter School will schedule a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Attendance Improvement Plan (ATP) to resolve truant behavior. The plan can include a myriad of options for elimination of truancy mutually agreed upon by the participants. (See SLCS Truancy Policy for more information).

After agreeing to an Attendance Improvement Plan, or if there is not agreement on a Attendance Improvement plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, the school will send an official notice of unlawful absence to inform the child's parent/guardian that the child has violated the Attendance Improvement Plan or, if there is not an Attendance Improvement Plan, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements. The notice will likewise advise the parent/guardian that the school will send a citation to the magisterial district judge. After this notice, all future incidents of truancy will be referred by SLCS directly to the magisterial district judge.

Children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county children and youth agency for assessment as possibly needing services until after the school has made a formal effort to involve the family and child in resolving the cause of the truant behavior

Homebound Instruction

Students experiencing extended chronic illness may request homebound instruction

Purpose: Homebound Instruction is designed for students who, due to injury, illness, or medical reason as certified by a licensed physician, are homebound or hospitalized for a period of two (2) weeks or more. Homebound Instruction cannot replicate classroom instruction and should be of the shortest duration possible.

Procedures:

1. As soon as the parent/guardian is aware of impending sustained absence, the school administration should be contacted. The school will provide a "Request for Homebound/Hospital Instruction" form which must be completed with the "Physician's Statement" form. In cases of mental or emotional illness, this form must be signed by a licensed psychiatrist and be accompanied by a treatment plan that shall be reviewed monthly. The forms should be presented to the administration as soon as possible to expedite the process of determining if Homebound/Hospital Instruction is to be considered. The process cannot continue until the necessary forms are returned.
2. The school reserves the right to have a school doctor approve or disapprove the homebound instruction in questionable cases. The physician's statement is valid only for a maximum period of two months, at which time it must be renewed; all physician's statements expire at the end of the school year. Physician's statements are requests for the homebound program, not a mandate for services.
3. In the case of a regular education student, the administration shall investigate the possible need for services pursuant to Section 504 of the Rehabilitation Act of 1973 as a means for the carrying out homebound/hospital instruction with the individual student.
4. In the case of regular education students, the administration shall forward both the request form and completed physician's statement to the school's attendance office, nurse and counselor; and the administration shall proceed with legal requirements and the district's established multi-disciplinary/SAP team procedures.
5. For a student with an Individualized Education Program (IEP), the IEP committee must reconvene to consider placement in homebound/hospital instruction. The written IEP must reflect placement, instructional changes, and date of return to the school classroom to match with medical statement.
6. The principal or designee shall arrange the student's homebound/hospital course of instruction in conjunction with the guidance counselor, teacher(s) and parent/guardian(s).
7. The length of time homebound/hospital instruction shall be provided to a student will be decided on an individual basis, with a maximum amount of 5 hours of direct instruction. Instruction need not be daily.
8. In most cases, homebound/hospital instruction will be provided in accordance with information provided on the "Physician's Statement" form. In all cases of homebound instruction:

- a. A parent, guardian or other adult over 21 must be present in the residence when homebound instruction is taking place.
 - b. The student receiving homebound instruction is expected to be prepared and available to meet with the instructor at the scheduled times or provide for adequate prior notice to instructors. Instruction will be terminated after the third consecutive student absence with a specific instructor.
 - c. A suitable place for homebound instruction must be provided in the residence.
 - d. Any quarter, semester or year grades to be given will be determined by the student's regular classroom teacher(s) and/or special education teacher with input from the homebound instructor(s).
 - e. The homebound instructor will be required to maintain a log of instructional sessions, preparation time and mileage and provide a bi- weekly report.
9. Homebound/hospital instruction is terminated and a student is returned to school if:
- a. The 504 or IEP team and physician determine that a return to school placement is appropriate.
 - b. The attending physician or psychiatrist determines the medical condition allows school attendance.
 - c. The instructor and the coordinator of the program do not believe progress is being made with lessons.
 - d. The parent elects to return his/her child to school.
10. The homebound instructor is responsible for submitting completed student work and assessments to the teacher/coordinator bi-weekly or as otherwise agreed upon. A summary report is submitted at the conclusion of homebound instruction or at a minimum at the end of each quarter/semester if services extend that long.

Grades for homebound services are maintained as part of the student's permanent record.

A written notice will be sent to the parent/guardian(s) of the student when Homebound/Hospital Instruction services are terminated or the request is denied. A copy of the summary grade and attendance report should accompany this notice.

School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. Parents must petition the Board of Trustees by submitting a written request and providing evidence to support the request. Nothing in the homebound instruction policy or procedures may be construed to conflict with applicable federal and/or state laws. Where there is a conflict, applicable federal and/or state laws apply.

Dress Code

In order to promote safety and equality, all School Lane Charter School students are to be dressed in the designated school uniform upon arrival at school. Students attending SLCS are expected to wear the complete SLCS uniform every school day as a symbol of our commitment to the school community and vision of high achievement.

The STUDENT UNIFORM consists of:

- Navy blue short or long-sleeve SLCS polo shirt with the official SLCS logo
- Khaki colored pants, shorts, skirt, skorts, or capri's. Shorts and skorts must be no higher than six inches from the middle of the student's knee. Skirts must reach to the top of the student's knee.
- Shoes with back or back strap. No slides, flip flops, slippers, or wheel shoes.
- Optional: navy blue SLCS logo sweater, navy blue SLCS logo fleece or the SLCS royal blue logo sweatshirt (crewneck only – no hoodies) may be worn over the uniform shirt.
- Optional: long sleeve shirt (any color) may be worn underneath the SLCS logo uniform shirt.

The PHYSICAL EDUCATION UNIFORM consists of:

Students who have Physical Education class are required to wear the following SLCS physical education uniform everyday they have Physical Education class. The PE uniform may only be worn on the day on which a student is scheduled to have PE.

Elementary Campus:

- gray t-shirt with SLCS logo and/or crewneck SLCS logo sweatshirt (no hoodies)
*SLCS issued spirit wear t-shirts also may be worn. All Spirit Wear must have the school name on it.
- plain gray or black sweatpants or black shorts no higher than six inches from middle of student's knee. Sweatpants should be traditional cut.
- Sneakers

DRESS-DOWN DAYS

Whenever SLCS permits Dress Down days, clothing must be school-appropriate and in accord with the SLCS dress code regulations. If a student is not dressed according to school standards and is unable to rectify the dress code issue, then a parent/guardian will be contacted and permitted to bring appropriate clothing to school to rectify the dress code violation. The student will not be permitted to attend class unless the dress code violation is rectified.

On Dress Down days:

- Clothing may not be ripped, cut, torn, or frayed in any way.
- No slides, flip flops, slippers or wheel shoes. Shoes must have a back or back strap.
- Clothing must be free of inflammatory, suggestive, violent, vulgar or other inappropriate writing, artwork or advertisement.

- Clothing which may be considered to be disruptive, unsafe or unhealthy within the educational process may not be worn
- Halter tops, tube tops, muscle shirts, backless shirts, midriff shirts, see-through clothing may not be worn. Outerwear (coats, jackets) may not be worn in class.
- Shoulder coverings must be at least two inches in width. Clothing must cover the chest area to ensure that no cleavage is exposed.
- Pants must be worn at waist level. Shorts and skorts must be no higher than six inches from the middle of the student's knee. Skirts must reach the top of the knee.
- No hats, caps, scarves, bandanas, sweatbands, or other head coverings (unless required for daily wear by religious practice), gloves, or sunglasses may be worn.
- Ear-buds, headphones, headsets, wireless earbuds, AirPods may not be worn/visible anywhere except in classroom with the teacher's permission.
- No visible undergarments of any kind (If clothing does not cover undergarments, the dress code is violated.)

School Lane Charter School reserves the right to change the dress code policy at any time. Final decision about what is or is not appropriate dress will be determined by the Principal or his/her designee.

Student IDs

Every student at SLCS will be assigned a barcoded student ID card. Students will need their ID card to obtain lunch. Students may not use the ID card or ID number of another person to obtain lunch.

Lost or damaged ID cards must be replaced. Students must pay a fee of \$2.00 to obtain a replacement ID card. It is the student's responsibility to go to the office with their \$2.00 payment and request a new ID card if he/she needs one.

Lunch Payment and Lunch Procedures

School Lane Charter School participates in the National School Lunch Program. Families can access the application online via the SLCS webpage. By providing financial information on the form and submitting the form, your family may qualify for free or reduced cost lunches provided by School Lane Charter School. All financial information is strictly confidential.

If your family does not qualify for free or reduced lunch costs, the system of payment for purchasing lunch at School Lunch Charter School is a debit system. Students must have money in their account in order to purchase the hot lunch tray. Students can buy white milk, chocolate milk, or strawberry milk without purchasing the hot lunch tray. In order to purchase the hot lunch tray or beverage, students must have money in their lunch money account. Depositing money into a student's account can occur on a daily, weekly or monthly basis. Parents/Guardians may send cash or check made out to SLCS for the lunch account or access the child's account via the link on the SLCS website and pay online. Lunch money that is sent into school must be in an

envelope labeled with your child's FULL NAME, and homeroom number. Please write "lunch" on the check and on the envelope.

SLCS lunch payment program is a debit system. Payment must be made into the account to fund future lunch purchases. SLCS sends reminders to parents when their child's lunch account has low funds. If a student's account balance hits a deficit of \$5.00 or more, the parent is first contacted via a bill sent home with the student in an envelope addressed to the parent and marked confidential. Once the student's lunch account balance has a deficit of \$10.00 or more you will receive an invoice in the mail. SLCS is willing to work with families to set up a payment plan to assist in bringing the lunch account into the positive.

All students will use their school-issued ID card to purchase lunch. Students are not permitted to use another person's ID card to obtain a lunch. Students are not permitted to order outside food at any time due to lunch regulation laws and school rules around cell phone usage (Cell phones brought to school must be turned off and remain in locker until dismissal.)

Healthy Snack Policy

Students in all grades have a time to eat snack during the day, so please pack one for your child. Snacks must be healthy – primarily they should not be heavy in sugar. Examples of acceptable snacks: fruit cups, popcorn, whole wheat chips and salsa, hummus dip & veggies/crackers, whole wheat bagels/muffins, soft pretzels, low-fat string cheese. **The healthy snack policy applies to birthdays as well.**

CODE OF CONDUCT

Consequences/Interventions:

As stated in our Approach to Discipline, we understand that students will make behavior mistakes and that each time they do, it is an opportunity for the student to learn. In order to ensure that students learn from mistakes, there first needs to be the setting of a limit so that the student can see that he/she has made a mistake and has the opportunity to reflect on it. The Code of Conduct is a framework for the types of actions that we constitute as mistakes that students make and the ways in which limit setting is emphasized by our staff. Here is a list of the consequences/interventions SLCS staff may take in response to a student behavioral mistake, depending on the severity of the issue:

1. Loss of Privilege
 - Ex: If a student misuses materials they will no longer be able to use those materials for a period of time
2. You Break it, You Fix it
 - Ex: If a student writes on the desk, they will clean the desks
3. Time and Space
 - Ex: If a student is causing a disruption during group work they will work by themselves for a period of time
4. Written reflection/action plan for improvement (teacher-guided and specific) signed by student and parent
5. Parent contact
6. Lunch/Recess detention
7. Before or After-school detention
8. Meeting with student and parent
9. In or Out of School Suspension with reflection assignments and reinstatement meetings
10. Expulsion
11. Other interventions may be used if they are appropriate to the situation.

*It is the responsibility of the school staff member to give parents a minimum of 24-hour notice when assigning an after school or before school detention. It is the responsibility of the parent to provide transportation to and from an assigned detention.

*Failure of a student to report to an assigned detention will result in further disciplinary action.

Behaviors Warranting Disciplinary Action

Students who commit any of the following offenses shall be subject to appropriate disciplinary action, as stated in the Pennsylvania School Code. Offenses are leveled based on disciplinary consequence. Any offense can receive the suggested consequence, a lesser, or a more severe consequence based on the severity and repetition of the offense and the effect that it has on others. The list is not exhaustive of all behaviors that may result in disciplinary action.

Level 0

Teachers may issue any of the consequences #1-6 in the “Consequences/Interventions” section above for the following offenses occurring on school property, at school-sponsored activities, or for school-related reasons, in conjunction with Restorative Circles, Counselor Meetings, or Peer Mediation.

1. Academic dishonesty
2. Inappropriate or hurtful comments or actions to peers
3. Arguing with a teacher inappropriately
4. Refusal to follow directions. Ex: unwilling to get out of seat, unwilling to transition, unwilling to engage in problem-solving, telling a teacher “no” when given directions
5. Failure to give best effort. Ex. Not completing classwork and/or homework assignments; failing to return test papers or get parent signature when required; refusal to use Daily Planner; coming to class without required supplies and books, etc.
6. Disruption of class, study, or instruction. Ex. Disruptive outbursts, talking while others are talking, inappropriate sounds and gestures, leaving seat without permission, etc.
7. Horseplay in classroom, lunchroom, hallways, yard, or bathroom. Ex. Pushing, shoving, kicking, or other physical contact; knowingly taking of another’s property done in a playful and/or non-confrontational manner, etc.
8. Misuse of materials in class or taking items without permission
9. Inappropriate display of affection
10. Inappropriate language or gesture. Ex. This includes spoken, written, and body language that is hurtful, inflammatory, abusive or offensive to generally accepted community standards including religious or ethnic epithets.
11. Leaving class without permission and/or without properly signing out
12. Arriving to class late without an appropriate pass
13. Sleeping in class or putting head down on desk
14. Chewing gum on school property or school-sponsored trips
15. Dress code violation – 1st violation

***Repeat of these offenses will result in offense becoming Level 1.**

Level 1

Administrator or teacher may issue an After School/Before School detention for the following offenses occurring on school property, at school-sponsored activities, or for school-related reasons, in conjunction with Restorative Circles, Counselor Meetings, or Peer Mediation.

1. Extreme or repeated inappropriate or hurtful comments or actions to peers Ex: Comments that are racial, ethnic, religious, cultural, or sexual that are hurtful or offensive in nature.
2. Extreme or repeated arguing with a teacher inappropriately
3. Extreme or repeated refusal to follow directions
4. Extreme or repeated disruption of the learning of others
5. Failure to report to or refusal of a detention
6. Failure to comply with established dress code

7. Aggressive Behaviors, including but not limited to hitting, pushing, biting (without breaking skin, not malicious) and shoving, or instigating these behaviors
8. Intentionally defacing, damaging or attempting to damage school property or property of others
9. Forging of adult signatures
10. Late arrival or failure to attend a class on a repeated basis without valid excuse or pass
11. Cutting class
12. Inappropriate use of cell phone, camera, recording device, or any electronic, telephonic, stereophonic or digital device, not including a calculator during school hours or programs, including smart watches. In addition to a possible detention, device will be confiscated and a parent pickup will be required. If a parent is unable to come to school to pick up the device, it will be returned to the student after three school days.
13. Throwing an object without regard to safety
14. Failure to report to the office or other designated area as directed
15. Violation of school's technology/acceptable use policy
16. Creation or possession of obscene writing, pictures, or articles
17. Use of violent language or gestures

*If the student is serving a before school detention and is more than 5 minutes late for the start time, please call the teacher to reschedule for another date and time quickly thereafter.

Level 2

Administrator may issue an in school or out of school suspension for the following offenses occurring on school property, at school-sponsored activities, or for school-related reasons, in conjunction with Restorative Circles, Counselor Meetings, or Peer Mediation.

1. Extreme or repeated Level 1 Offenses
2. Abusive or Derogatory Language directed toward a teacher, staff member, or student. Ex: Use of any racial, ethnic, religious, cultural, or sexual slur.
3. Physically striking a person with the intent to cause harm
4. Fighting – physical altercation involving at least two students
5. Participating in and/or instigating a fight or riot
6. Theft or attempted theft
7. Unauthorized entry into a restricted area – including a teacher's desk area
8. Walkouts and/or purposefully leaving area of supervision without explicit permission
9. Leaving school grounds without authorization
10. Using camera, cell phone, or other recording device to take photos or to record video or audio on school property without permission granted
11. Unauthorized use of a teacher/staff member's name or personal information (ex. email address)
12. Biting- Malicious or Non Malicious with Broken Skin
13. Creation or possession of violent writing, pictures or articles*
14. Repeated or extreme use of violent language or gestures*

*If the student is deemed a possible threat to self or others, suspension is treated as a Level 3 offense.

Level 3

Administrator may issue an in school or out of school suspension for up to ten days for the following offenses occurring on school property, at school-sponsored activities, or for school-related reasons, in conjunction with Restorative Circles, Counselor Meetings, or Peer Mediation.

1. Repeated or extreme Level 2 Violations
2. Gambling or present at scene of gambling
3. Possession or use of prescription or over the counter drugs without permission
4. Inappropriate actions which indicate use of drugs, or alcohol
5. Student actions which present a danger to the safety and well-being of themselves or others
6. Serious threats of death or serious bodily injury to an individual or a group of people-verbal, written, or electronic
7. Large acts of vandalism, defacing or destroying school property, or property of others
8. Harassment of any kind-verbal, written, or through gestures. Harassment can be defined as purposeful actions designed to be malicious or discriminatory in nature.
9. Sexual Harassment- Unwelcome or intimidating verbal or physical sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
10. Possession or use of any Tobacco products and/or Vaping paraphernalia
11. Possession or use of lighters or matches
12. Possession, Distribution, Sale, or Use of Pornography whether it be electronic or printed
13. Bullying (*refer to board approved Bullying Policy)

Level 4

Administrator may recommend expulsion, and possible police involvement for the following offenses occurring on school property, at school-sponsored events, or for school-related reasons:

1. Repeated or extreme Level 3 Offenses
2. Arson or attempted Arson
3. Assault and/or battery on School Employee or Student
4. Possession, Use, Distribution, or Sale of Firearm or Dangerous Weapon, or replica of a firearm or weapon. (Weapons include, but are not limited to any type of firearm, any knife or instrument with a blade, metal pipes, sharpened instruments, device that shocks, or any instrument capable of inflicting serious bodily injury)
5. Possession, Use, Distribution of, Sale, or growing of illegal drugs and/or paraphernalia
6. Manufacturing, growing, distribution, and/or sale of prescription or non- prescription drugs or drug paraphernalia
7. Possession, use, manufacturing, making, distributing, and/or sale of Alcohol or Alcoholic beverages
8. Extortion or attempted extortion (To obtain from another by coercion or intimidation) robbery (seizing property through violence or intimidation) burglary (entering and taking) or larceny

9. Hazing
10. Possession, Use, Distribution, Sale, or discharge of explosive or incendiary devices including fireworks, sparklers, stink bombs, or firearm ammunition
11. Trespassing while suspended
12. Intentionally or Recklessly Endangering the health, welfare, or safety of any member of the school community
13. Engaging in consensual sexual acts including but not limited to Intercourse, Oral Sex, Groping, or Simulated Sex on school property or at school-related events
14. Forcing or attempting to force any member of the school community to engage in any sexual act including taking advantage of someone's mental capacity
15. Causing or attempting to cause physical injury or pain to a member of the school community
16. Engaging in any activity written, verbal, or physical which can reasonably be expected to have the effect of harassment, or damage the reputation of any member of the school community.
17. Indecent Exposure
18. Other Criminal Acts that are in violation of local, state, or federal laws

Student Support Expectations

When students struggle to consistently meet the standards of the Code of Conduct, or have major infractions in Levels 3 and 4, families can expect in addition to the consequences given, that different types of support will be put in place for that student to help him/her be more successful in the classroom. These tiers of support require engagement from the parent/guardian(s), the student, and the staff of School Lane in order to be successful. The more a student struggles, the more the parent/guardian(s) will be needed to collaborate with staff in order to support the student. Below is a list of tiers of support. Students will be given whatever level of support is necessary to ensure success in the classroom.

Tier 1 - Repeat minor mistakes such as small disruptions, not following directions, horseplay, etc. can result in specific teacher-led interventions such as teacher proximity, private reminders, interactive modeling of expected behaviors, increased praise, parent teacher meetings, and/or other interventions as necessary.

Tier 2 - Repeat Level 1 behaviors can result in parent/teacher collaboration, student self-monitoring guides, 6 week counseling support, targeted social skills instruction, and 6-8 week goal setting with check-ins on progress that include the family, and/or other interventions as necessary.

Tier 3 - Repeat Level 2 behaviors or Level 3 and 4 can result in Positive Behavior Plans, Social Worker counseling, Student Assistance Program (SAP) referral, and/or family collaboration on a functional behavioral assessment, and/or other interventions as necessary.

Bus Code of Conduct

The bus is an extension of the school and the CEO/principal or his/her designee working with bus drivers, parents and other transportation personnel have the responsibility and authority to

handle discipline incidents on the bus or at bus stops. Any student who interferes with the bus driver's ability to drive the bus safely will be dealt with firmly, consistently and immediately.

Behavior that constitutes a violation of this code includes, but is not limited to: standing and moving about while the bus is moving; refusing to sit in an assigned seat; using improper language/gestures; eating/drinking on the bus without permission; throwing objects inside/outside the bus; putting head, hands or feet outside a window; being physical; recording others without their permission, opening emergency door; and refusing to comply with reasonable requests of transportation staff.

All students and parent/guardians are responsible for agreeing to and signing the SLCS Bus Contract at the beginning of the school year. A violation of any school rule which occurs in conjunction with a school bus can result in the following occurring at the discretion of the administration, or be privy to the Discipline section of the Code of Conduct:

1. First action: Student may be assigned a seat or use another problem-solving strategy by the bus driver or administrator.
2. Second action: Student conferences with school administrator and parents may be notified.
3. Third action: School detention with administrator
4. Fourth action: 1-day suspension off bus
5. Fifth action: Up to 5-day suspension off bus
6. Sixth action: Up to 10-day suspension off bus
7. Seventh action: Loss of bus privileges for remainder of school year

During the suspension of bus privileges, it shall be the parents'/guardians' responsibility to provide the student's transportation to and from school. Failure to attend school due to loss of bus privileges is considered an unexcused absence. If suspension of bus privileges occurs when a field trip is scheduled, then the student will not be permitted to attend the field trip.

Any electronic devices brought or used on the bus while riding to or from school or during a school trip is the responsibility of the owner. SLCS is not responsible for lost, stolen or forgotten electronic devices brought or used on the bus.

Lunch/Recess Code of Conduct

Students will be escorted to lunch and recess areas by their teachers in an orderly fashion. Students are expected to meet the following expectations during lunch and recess:

Lunch Room

Students packing lunches should proceed directly to their assigned tables. Students purchasing lunch are expected to line up single file in the "buying" line with their SLCS- issued student identification card. Cutting in the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line. Students without an ID card will also be directed to the back of the line.

Students are expected to eat in a polite and acceptable manner at assigned tables. No throwing of food, yelling, running, selling or trading of food is permitted. Students are not permitted to touch others, their food, or their supplies. Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.

Student respect of lunch aides and all other personnel assisting with lunch operations is expected at all times as they work to ensure student safety at all times. Students are to follow the instructions of all adults on duty and may face consequences for not doing so.

Recess

Students get a recess break during the day. All students go outside and are encouraged to get fresh air and exercise. It is an important time to play and talk to friends. It is an opportunity to have some fun.

Playground: Students are expected to use all playground equipment properly. Students may not jump from the top of any platforms or the slide and may not push each other from the playground structure. Ball playing, running, and tagging games are not permitted in the playground area. Students are expected to use the slides safely. Go feet first down the slide. Students should move out of the way to allow other students to slide down safely.

Recess area: Students may play with recess materials appropriately, utilize blacktop activities, and play acceptable recess games like basketball, kickball, wall-ball, jump rope, or four- square. Recess equipment will be provided by the school. Students are not permitted to bring in their own balls or other recess equipment.

Students may not play rough. When games require touching one another, students should use a one or two finger touch to tag or get the attention of others. Students may not push or pull others or their clothing.

Students are expected to use kind words and actions and play peacefully with one another and are encouraged to be problem-solvers. When that becomes difficult, recess aides will help students resolve conflicts. Students are also expected to include one another in games and take turns when that is not possible.

Student respect of recess aides and all other personnel assisting with recess is expected at all times as they work to ensure student safety at all times. Students are to follow the instructions of all adults on duty and may face consequences for not doing so.

Consequences: When students do not follow directions of the lunch and recess staff they will be warned and the incident will be recorded. Each incident will carry with the student for one

month. If a student is involved in more than one incident in a month, they may face the following consequences:

1. First action – Warning from lunch/recess staff
2. Second action – Recess detention with lunch/recess staff supervisor
3. Third action – Recess detention with Vice Principal and phone call to parent
4. Fourth action – After school detention with Vice Principal

Students may face more severe consequences depending on the severity of the incident at the discretion of the Principal or Vice Principals.

Extracurricular Code of Conduct

Extracurricular clubs are offered to grades 3-6 each trimester and students are selected based on a lottery to participate. It is essential that student behavior be positive during this time so that the club can be a fun and safe setting. Disruptive, inappropriate, and unsafe behaviors will not be tolerated during clubs. A violation of any school rule during clubs can result in the following occurring at the discretion of the administrator/teacher or be privy to the Discipline section of the Code of Conduct:

1. First action – Warning to student and parent (by the teacher)
2. Second action – Removed from the club for the remainder of the period and/or the next week's session
3. Third action – Removed from that club for the remainder of the trimester

Parents/Guardians are expected to pick their child up promptly at 4:45. Any child that is picked up late three times will be automatically dropped from extracurriculars for that trimester.

Instrumental Program Code of Conduct

The instrumental program is available to students in grades 4-6. This program is a privilege - only some students are selected to participate in it via lottery. When students participate, they do so during academic times and are responsible for making up the work that they miss. There are often students who are waitlisted to the program and are unable to participate because the program is limited in capacity. As a result, students must maintain their positive academic status as a student and conduct themselves behaviorally to the highest standard. Below is a detailed set of policies regarding expectations for students in the instrumental program.

Academic Policy

Students that are involved in the instrumental music program are expected to maintain their grades in all subjects in order to continue to participate in the instrumental program. During progress report and report card times if any student has a significant drop in their grade/effort within any academic subject, their teacher will contact the instrumental program teacher and the parent of the child. The homeroom teacher, the instrumental program teacher and the parent will collaborate to come up with the best option and time frame for the child to take a leave of absence from the instrumental program. When the student has shown academic progress, the team will meet again to decide if the student is able to return to the program and when.

Behavior Policy

Instrumental program students are held to a high standard of behaviors throughout the school day in order to participate. The following is a list of actions that can be taken by the instrumental program if a student engages in the different levels of behaviors listed above in the general code of conduct.

Level 1 Behaviors:

- 1st time = the student will take a leave of absence for one week from the instrumental music program.
- 2nd time = the student will take a leave of absence for two weeks from the instrumental music program.
- 3rd time = the student will be removed from the instrumental program. They will have the opportunity to sign up again the following school year.

Level 2 Behaviors:

- 1st time = the student will take a leave of absence for one to two weeks from the instrumental music program.
- 2nd time = the student will be removed from the instrumental program. They will have the opportunity to sign up again the following school year.

All Level 3 and 4 behaviors will result in the student being removed from the instrumental program. The student will have the opportunity to sign up again the following school year.

Bullying

School Lane Charter School strives to provide a safe and supportive learning climate for all students. School Lane Charter School maintains a school environment in which bullying in any form will result in disciplinary action in accordance with our code of conduct.

Under Pennsylvania law, bullying is defined as an intentional electronic, written, verbal or physical act, or series of acts directed at another student or students. The act is severe, persistent or pervasive and has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Cyberbullying includes, but is not limited to, the following misuses of technology: sending or posting inappropriate or derogatory messages, stories, images, pictures or website postings including, but not limited to, blogs, "Instagram," "twitter," "facebook," and "youtube," to harass, intimidate, threaten or terrorize another student, teacher or staff member of SLCS.

All forms of bullying are prohibited. Anyone who engages in bullying in violation of this policy will be subject to appropriate discipline. Students who have been bullied in school should promptly report such incidents to an administrator or guidance counselor.

Reports of bullying will be investigated by an administrator within three days of the reported incident. Corrective action according the SLCS Code of Conduct will be taken when a complaint

is verified. If the bullying is not occurring during school hours or at school sanctioned events, SLCS administrators cannot enforce the SLCS Code of Conduct.

The bullying policy will be reviewed with all students at least once a year and will be posted on the school webpage.

Disciplinary Statement

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In an effort to maintain an orderly atmosphere in the school and on school grounds, the authority of any teacher or school personnel extends over all students.

Exclusion (suspension or expulsion)

Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period from 1 to 10 consecutive school days.
2. Exclusion from classes—in-school suspension

A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

3. When a suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania School Code,
4. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent based on governing board recommendations. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. The Board policy regarding the above exclusions can be found in the Disciplinary Exclusions and Hearing Policy on the SLCS website at schoollane.org.

Discipline of Students with Disabilities

School Lane Charter School shall comply with the Individuals with Disabilities Education Improvement Act (IDEA 2004) and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves and others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22, Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law. Students with disabilities who are being excluded from school 10 consecutive or 15

non-consecutive are afforded a manifestation hearing and all due process rights under the Disciplinary Exclusion and Hearing Policy on the SLCS website at schoollane.org

Search and Seizure

Desks, lockers, and storage spaces which are provided to students without charge are the property of the school. The principal or designee may have general inspections on a periodic basis and may open desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students, when there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, or stolen property, or that the student has violated or is violating state or federal laws, township codes, or Board of Trustees policies or regulations, provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student shall be made prior to the search. However, if the student cannot be located or if the school has a reasonable suspicion that the desk, locker or storage space contained materials that pose a threat to the health, welfare and safety of anyone at the school, the area may be searched without prior warning. In these cases the student shall be informed as soon as possible. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. Stolen items and items that are specifically prohibited by law, Board of Trustees regulations, and township or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities, and parents shall be notified of any items.

Anything found in the course of the search, which is evidence of violation of this code, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Destroyed if it has no significant value;
3. Turned over to the parent/guardian of the student from whom it was seized; or
4. Turned over to any law enforcement office.

Expressions and Limitations

Students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal to forecast substantial disruption of, or interference with, school activities or that endangers the health or safety of students;
2. Material that is threatening, libelous or slanderous – statements that are inaccurate or false and that injure the person as to his/her reputation, cause personal humiliation, mental anguish, and suffering or other injuries;
3. Material that advocates the commission of a criminal act or is a criminal act, as defined by the Criminal Code of the United States, the Commonwealth of Pennsylvania, or the Township of Bensalem;
4. Material that is obscene as defined in the Pennsylvania School Code, as amended or other laws.

Distribution of Literature by Students

The principal or his/her designee shall coordinate distribution or display of literature by students enrolled in the school. The material must be approved by the principal in advance of its distribution or display, must not be in violation of applicable Board of Trustees regulations, and must bear the name of the sponsoring individual(s) or school organization(s).

Anti-Harassment Policy

The school will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and/or unlawful harassment based on race, color, national origin, religion, age, disability or sexual orientation are present. The school is committed to ensuring that the school environment is free of all forms of unlawful harassment. Harassment is an offense subject to disciplinary consequences as outlined in this Code of Conduct. Unlawful harassment includes offensive verbal or physical conduct based on an individual's race, color, national origin, religion, age, disability or sexual orientation where such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creates an intimidating hostile or offensive school environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's school experience; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive school environment. Sexual activity between school employees (permanent or temporary, including contract service providers) and students is strictly prohibited. Any sexual activity between an employee and a student constitutes prohibited sexual harassment under this Code of Conduct.

Any individual who believes he or she has been subject to sexual harassment and/or unlawful harassment must report the matter immediately to the Administration. Reports may be provided in writing or verbally to the Principal or other designee. There shall be no retaliation against any person who has, in good faith, complained of sexual harassment or other unlawful harassment or discrimination, reported a grievance, assisted in the reporting of a grievance, served as a witness or representative of the grievant, rejected sexual advances or harassment by others or who has otherwise taken any reasonable action to stop sexual harassment or other unlawful harassment. Any individual who believes he or she has been subjected to retaliation must report the matter immediately to the Principal or designee. If an offense is alleged against the Principal, the matter must be immediately reported to the Board of Trustees.

Nothing in this Code shall be construed to discourage or prohibit a student who feels he/she has been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority.

To the extent anything in this Code could be construed to conflict with federal and/or state law, the federal and/or state law applies and will guide student rights, responsibilities and behavior.

Technology Guidelines

General Rules and Ownership

1. While the administration desires to provide a reasonable level of privacy, users of the school's computer and other equipment should be aware that the data they create on the systems remains the property of the school.
2. Users are responsible for exercising good judgment regarding the reasonableness of network use. In the absence of policies and if there is any uncertainty, users should consult the Principal or other designee.
3. The school recommends that any information that users consider sensitive or vulnerable not be transmitted through email. For guidelines on information classification, see the school's policy entitled "Pupil Personnel".
4. Encrypting email and documents is not permitted on the school's network.
5. For security and network maintenance purposes, authorized individuals may monitor equipment, systems and network traffic at any time.
6. The school reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
7. Personal CD's are not permitted for use with school computers.
8. In cases of social networking sites, all anti-harassment policies, bullying policies, and the code of conduct discipline section apply.

Security

1. Students shall keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts.
2. All PCs, laptops, tablets, E-readers, thin clients and workstations should be secured by logging-off when not in use or at the end of the day.

Unacceptable Use

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the school.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the school or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of unauthorized programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using or sharing another person's password or identity.
7. Using school computer equipment to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Using school devices (computers, laptops, tablets, etc.) to access social media websites, including but not limited to Facebook, Instagram, Twitter, Ovoo, etc.
9. Receiving, viewing or sending offensive, harassing, school inappropriate, or threatening pictures or information.
10. Downloading or printing unnecessary or non-school related material
11. Changing advanced page settings, proxy settings, automatic configuration settings, messaging settings; disabling active desktop or caching of auto-proxy scripts
12. Use of device manager
13. Damaging or tampering with computer equipment, programs, settings or software.
14. Online chat rooms
15. Making fraudulent offers of products, items, or services originating from any school account.
16. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
17. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
18. Port scanning or security scanning is expressly prohibited unless prior notification and approval from the school is provided.
19. Executing any form of network monitoring which will intercept data not intended for the student's host.
20. Circumventing user authentication or security of any host, network or account.
21. Interfering with or denying service to any user (for example, denial of service attack).
22. Using any program/script/command or sending messages of any kind, with the intent to interfere with or disable a user's session, via any means, locally or via the Internet/Intranet/Extranet.
23. Providing information about, or lists of, school employees, students, family members of students, vendors, customers or board members to parties outside the school.

Internet Access Policy

The use of the Internet/Network is a privilege, not a right, and is granted on a per-user basis. Inappropriate use of the Internet/Network will result in the loss of privileges and other possible disciplinary consequences.

All internet access will be monitored and enforced by a third party approved site list that is based on an annual subscription. By default, all sites will be denied unless approved by the Principal or designee. All network activity must be in support of education and research and consistent with School Lane Charter School's educational objectives.

1. It is the responsibility of users with internet access privileges to ensure their account is not used by anyone else to gain access to internet sites. Any user who is granted internet access privileges must remain constantly aware that any and all connections between his or her location and the internet is monitored and logged. Any abuse of the account will be the user's responsibility
2. Students will access the Internet for specific academic assignments and educationally related functions.
3. Students must always have a search statement that describes the task to be accomplished when using the Internet.
4. Students will not access, download, nor upload obscene, sexually explicit, abusive, racially offensive, illegal, defamatory or school inappropriate material.
5. Students will not delete any files or programs, and not alter any computer or Internet settings.
6. The following internet site category list is strictly prohibited. Any attempt to bypass the internet filter or repeated attempts to access unapproved sites will be viewed as a violation of policy. The list below is by no means exhaustive, but attempts to provide a framework for sites which fall into the category of unacceptable.
 - a. Adult/Sexually Explicit/Pornography
 - b. Criminal Skills
 - c. Drugs, Alcohol & Tobacco
 - d. Gambling
 - e. Glamour & Intimate Apparel
 - f. Hacking
 - g. Hate
 - h. Personals and Dating, Social Media
 - i. Violence/Offensive Language or Action
 - j. Remote Proxies
 - k. Weapons
 - l. Chat Rooms

Any violation of the school's technology guidelines will result in disciplinary action, up to and including expulsion from School Lane Charter School.

In addition to the consequences listed under “Behaviors Warranting Disciplinary Action” in the Code of Conduct, a student who violates SLCS’s technology/acceptable-use policy may lose privileges associated with using SLCS devices.

Child Find Notice

In cooperation with the PA Department of Education, School Lane Charter School would like to inform parents in our community about child find opportunities. The intent of Child Find is to ensure that all children who have or are suspected of having disabilities are identified and receive the appropriate services needed to provide all children a Free and Appropriate Education (FAPE). Child Find guidelines state “All children with disabilities, residing in the State, whether attending public or private schools, should be identified, located, and evaluated.” Some indicators that a child may have a disability are: exhibits an emotional disturbance over a long period of time that affects his or her ability to learn, consistent problems in getting along with others, difficulty communicating, lack of interest or ability in age-appropriate activities, resistance to change, difficulty seeing or hearing that interferes with the ability to communicate, health problems that affect educational performance. We want to make everyone aware of this service that is provided to children with disabilities free of charge throughout the State of Pennsylvania. If you would like more information on child find, contact the Vice Principal of Learning Support Services (215-245-6055) at School Lane Charter School, your local public school or the PA State Department of Education.

FERPA Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

McKinney-Vento Homeless Education Assistance Improvement Act

The McKinney-Vento Act is a federal law that ensures the right of students to go to school even when they are homeless or don't have a permanent address. The Act aims to reduce barriers that have prevented many homeless youth from enrolling, attending, and succeeding in school, including:

- Identification of homeless children and youth;
- Preschool-aged homeless children and their families have access to and receive services under LEA preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act, Early Intervention Program for infants and toddlers with Disabilities and other programs administered by the LEA;
- Collaboration and coordination with other service providers, including public and private child welfare and social services agencies; law enforcement agencies, juvenile and family courts, mental health services, domestic violence agencies, child care under the Runaway and Homeless Youth Act; and providers of emergency, transitional and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities.
- Professional development and technical assistance at both the State and local levels.
- Removing enrollment barriers, including barriers related to missed application or enrollment deadlines, fines, or fees, records required for enrollment, including immunization or other required health records, proof of residency, or other documentation or academic records; including documentation of credit transfer:
- School stability, including the expansion of school or organic to include preschools and receiving schools and the provision of transportation until the end of the school year, even if a student becomes permanently housed; Privacy of student records, including information about a homeless child or youth's living situation; and
- The dispute resolution process.

The definition of a “homeless youth” under McKinney-Vento

Section 11434a. of the McKinney-Vento Homeless Assistance Act defines a homeless individual as one who lacks a fixed, regular, and adequate nighttime residence. Based on the McKinney-Vento definition, the following children and youths should be considered homeless:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Unaccompanied and migratory children who qualify as homeless because the children are living in circumstances described above

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Attend classes, and participate fully in all school activities
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; a school cannot segregate a student because he or she is homeless.

School Lane Charter School’s identified homeless education liaison is available to assist your family navigate the services that you may be eligible for. To contact the SLCS Homeless Liaison contact any school administrator, counselor/ social worker or the nurse.

Title I: Right to Know

School Lane Charter School receives federal funds for Title I programs. Title I is a federally funded program under the Every Child Succeeds Act to provide supplemental reading and math assistance to close the achievement gaps to students in grades K-6. Funds are allocated by the federal government and distributed by the Pennsylvania Department of Education to School Lane Charter School. If your child requires additional support, the parent/guardian will be notified so parents can share the school's commitment to academic success for all students. The Parent and Family Engagement Plan and School-Parent Compact can be found on our website under the "Parents" tab.

PSSA: Right to Know

The Commonwealth of Pennsylvania requires students in grades 3-11 to take state assessments to determine student proficiency in language arts, mathematics, science, algebra, biology and English (grade 11) state standards. More information regarding how parents can access policies, procedures, and/or opting out of assessments can be found on our website under the "Parents" tab under "Title I Right to Know" tab.

