



***Inquiry, Inclusion, International mindedness***

*An International Baccalaureate World School*

## **IB Campus Student/Parent Handbook IB Learner Profile and Code of Conduct**

**2023-2024**



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## Table of Contents

General Statement .....	1
Mission, Motto, and Pledge.....	2
School Lane IB Learner Profile .....	3
Disciplinary Statement .....	5
Classroom Behavior .....	5
School Lane Policies .....	6
Academic Honesty .....	6
Cell phone, Smart Watch and AirPods/Earphones.....	8
Dress Code .....	8
Student IDs .....	11
Attendance.....	11
Early Dismissal .....	11
Excused Absence.....	12
Truancy .....	13
Homebound Instruction. ....	14
Lunch Payment and Lunch Procedures .....	16
Search and Seizure .....	17
Expressions and Limitations .....	18
Distribution of Literature by Students .....	18
Anti-Harassment Policy.....	18
Technology Guidelines .....	19
General Rules and Ownership.....	19
Security .....	20
Unacceptable Use.....	20
Internet Access Policy .....	21

Lateness.....	22
Bus Code of Conduct.....	23
Extracurricular Activities Code of Conduct .....	24
Bullying.....	24
Behaviors Warranting Disciplinary Action .....	25
Level 1.....	25
Level 2.....	26
Level 3.....	26
Level 4.....	27
Exclusion (Suspension or Expulsion) .....	28
Discipline of Students with Disabilities.....	29
Rights and Responsibilities .....	29
Student Rights .....	29
Student Responsibilities .....	30
Parent/Guardian Responsibilities.....	31
Teacher/Staff Responsibilities .....	32
Child Find Notice.....	33
FERPA Act.....	33
McKinney-Vento Homeless Education Assistance Improvement Act.....	34
Title I: Right to Know .....	35
PSSA: Right to Know.....	36

## **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**

The mission of the School Lane Charter School 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, life-long and active learning, diversity and equity, and collaborative problem solving.

**IB Learner Profile and Code of Conduct**

At School Lane Charter School, we believe there are habits of being and habits of mind which allow all students to grow and learn. These are articulated in the School Lane IB Learner Profile and in the Code of Conduct. School Lane Charter School works with students holistically to develop character traits and behaviors which will help them reach their potential and equip them to be responsible citizens in a global society.



## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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## Shared Values

School Lane Charter School provides a safe and secure learning environment for all students and staff in order to promote the intellectual, social, emotional and physical growth of all students. We promote respect for self and others through good conduct modeled by staff, students, and parents/guardians. School Lane's program of teaching and learning takes an active, holistic approach developing characteristics and behavior which help students fulfill their potential and participate as responsible citizens in a global society. We use the School Lane IB Learner Profile and the Code of Conduct to guide us.

When needed, we use restorative practices to restore relationships and to help students become more positive, responsible members of our community. At SLCS our approach is to hold students accountable for their actions and bring about behavior change.

A restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks four key questions:

- What happened?
- Who was harmed or affected by the behavior?
- What needs to be done to make things right?
- How can people behave differently in the future?

Student Lane's IB Learner Profile and Code of Conduct provide a framework for creating and sustaining a vigorous learning community. When student behavior detracts from this experience, by acknowledging and repairing the harm done, students rebuild the trust of the community. In this way, SLCS fulfills the International Baccalaureate mission to develop, "caring young people who help to create a better and more peaceful world through intercultural understanding and respect."

All members of a school community bring with them diverse abilities, interests, viewpoints, and family and cultural backgrounds. These differences can be a great source of energy and strength when members of the community value and respect one another. Using restorative practices to foster interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of building an inclusive, diverse community.

The School Lane IB Learner Profile, the Code of Conduct and Restorative Practices are communicated to students, staff and parents/guardians at the beginning of each school year and throughout the year in multiple ways. All students are expected to follow the expectations for acceptable conduct while in school or attending school sponsored activities, on school grounds, and while away to and from school. Responses to violations of the Code of Conduct will be developmentally age appropriate and a balance of proportional consequences and Restorative Practices. Equally imperative, all school staff and faculty must affirm clear and consistent behavioral expectations that set the tone for a safe, orderly, and respectful school community.



## 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.

## Classroom Behavior

Classroom experiences, procedures and expectations of behavior promote the characteristics of the IB Learner Profile and are aligned with the SLCS Handbook and Code of Conduct. Students are required to adhere to SLCS's policies for responsible technology use (including cell phones, smart watches and airpods/earphones) and uniform requirements in all classrooms. In addition, students are required to follow behavior policies and procedures established by individual teachers.

In a School Lane Charter School classroom, students:

- Participate actively and positively in learning.
- Behave and speak respectfully to all adults and students.
- Ask questions.
- Reflect on their own behavior, learning and skills.
- Set goals for growth and work hard to achieve them.
- Practice patience, perseverance and resilience throughout challenging experiences.

Any behavior which disrupts the learning of the individual or the learning of others is not permitted. Consequences for the following infractions are given by the teacher/staff member. The list is not exhaustive of all behaviors that may result in disciplinary action.

1. Violating SLCS's responsible technology use including use of cell phones, smart watches and ear phones/air pods, use of school-issued Chromebook.
2. Late arrival to class without appropriate pass.
3. Leaving class for an excessive amount of time. Leaving class without permission and/or without properly signing out.
4. Disruption of class, study, or instruction.
5. Disrespectful or inappropriate comments, gestures or actions toward staff
6. Inappropriate or hurtful comments or actions to peers
7. Violation of SLCS's policy for academic integrity
8. Physical contact in classrooms or any other space in the school, including inappropriate displays of affection.
9. Refusal to follow directions
10. Failure to give best effort
11. Misuse of materials in class or taking items without permission
12. Sleeping in class or putting head down on desk
13. Chewing gum on school property or school-sponsored trips
14. Throwing objects



## **Responses to Unwanted Behavior**

Teachers record unwanted behavior in PowerSchool and use a variety of methods to respond to unwanted behavior in class. These include loss of privileges, detentions, communication and meetings with parents, meetings with counselors and /or Vice Principals and Principal. Repeated or extreme violations will be treated in accordance with the SLCS levels of behavior detailed below.

## **School Lane Policies**

### **Academic Honesty Policy**

At School Lane Charter School, we are committed to setting high standards for student achievement and academic integrity. It is expected that all administrators, staff, and students will be responsible for creating a learning community that supports and encourages honesty.

Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. It is demonstrated through positive regard for the responsibility of representing our own work and acknowledging the contributions and intellectual property of others in verbal or written communication. These values are critical to the advancement of our academic environment. Academic honesty is shown in the personal, social, and technical skills of an individual.

### **Responsibilities**

#### **A. The Administration shall:**

- Make available to all students, teachers, and parents a copy of the Academic Integrity Policy
- Promote and encourage staff to educate students regarding the policy
- Administer fair and consistent consequences for offenses of the Academic Honesty Policy

#### **B. The Teachers shall:**

- Be precise about expectations for students by presenting the policy orally and in writing
- Discuss, practice, and reinforce academic honesty with students
- Promote a classroom that encourages academic honesty and original thinking
- Instruct students on proper methods for citations
- Administer the consequences as stated in the code of conduct when a student violates the policy

C. The Students shall:

- Read and know the school's academic honesty policy
- Uphold the integrity of the policy in regard to all school-related work, both written and verbal.
- Take full credit for their own work, and give full credit to others who have helped or influenced them, or whose work they have incorporated into their own
- Represent their own work honestly and accurately
- Collaborate with other students only as specified, directed, and authorized. Academic Dishonesty is defined as submitting and/or presenting the words, ideas, images, or data from another person in any of your academic writings, presentations, or projects, and claiming them as your own.

**Procedures and Expectations**

Academic honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom related activities. Students intentionally aiding other students in any infraction of the academic honesty policy are considered equally guilty.

Examples of Infractions

1. *Plagiarism*: Plagiarism is the act of using another person's ideas or expressions in your writing without properly acknowledging the source. Plagiarism includes: "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." *Encyclopedia Americana, 2003*. "The unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work." *Dictionary.com*

There are four common forms of plagiarism:

1. The duplication of an author's words without quotation marks and accurate references or footnotes.
2. The duplication of an author's words or phrases with footnotes or accurate references, but without quotation marks.
3. The use of an author's ideas in paraphrase without accurate references or footnotes.
4. Submitting a paper in which exact words are merely rearranged even though they are the same is considered misrepresentation.

Students are expected to give full credit, through appropriate citing and bibliography, for the borrowing of other's words or ideas. Intentional or unintentional use of another's words or ideas without proper acknowledgement constitutes plagiarism.

2. *Inappropriate Assistance*: Helping another commit an act of academic dishonesty; Knowingly or negligently allowing work to be used by others.
3. *Cheating*: An act of deceit, fraud, distortion of truth or improper use of another person's effort in order to obtain an educational advantage
4. *Fabrication/Falsification/Alteration*: Intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated
5. *Unauthorized Multiple Submission* Using any work previously submitted for credit without prior permission of instructor
6. *Sabotage and Tampering* Intentionally altering or interfering with documents or other student's work. Intentionally depriving others of academic resources

**Failure to uphold School Lane Charter School's Academic Honesty Policy will result in the following actions:**

When plagiarism or other acts of academic dishonesty occur in the classroom, the incident will be handled by the teacher if it is the student's first offense. After the first offense, the infraction becomes a leveled offense.

## **Cell Phone Policy**

### **Grades 7 & 8**

Phones, smart watches and earphones/Airpods must be turned off and left in the student's locker. If any staff member sees one of these devices the student can expect the device will be taken and given to the grade level Vice Principal for the rest of the day. Students may pick up their phones from the Vice Principal or the front desk at the end of the day. Vice Principals will call home to report the violation. Repeated violations will result in detention or suspension from school.

### **Grades 9 and 10**

Phones and smart watches must be placed in the cell phone holder in each classroom during class time, APP and Advisory. Students may not take phones or smart watches out of the classroom for bathroom breaks. Wireless earphones are not permitted during class time, APP, Advisory or bathroom breaks or in hallways between classes. Using cell phones or smart watches in between

classes or in the lunchroom room is **NOT** permitted.

### **Grades 11 and 12**

Phones and smart watches must be placed in the cell phone holder in each classroom during class time, APP and Advisory. Students may not take phones or smart watches out of the classroom for bathroom breaks. Wireless earphones are not permitted during class time, APP or Advisory or bathroom breaks or in hallways between classes. Using cell phones or smart watches between classes and in the lunch room is permitted.

If any staff member sees a student violating these policies, a student can expect the device will be taken and given to the grade level Vice Principal for the rest of the day. Students may pick up their phones from the Vice Principal or the front desk at the end of the day. Vice Principals will call home to report the violation. Repeated violations may result in detention or suspension from school.

### **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

Students are to be dressed in the designated school uniform upon arrival at school. Those who do not conform to this policy will meet with immediate administrative action. Students arriving out of uniform will be required to rectify the uniform violation or they will not be permitted to attend class. If the student is unable to rectify the uniform violation, then the parent/guardian will be contacted. Repeated offenses will result in detention and suspension from school.

### **The STUDENT UNIFORM consists of:**

#### **Grades 7-10**

- Royal blue short or long-sleeve SLCS polo shirt with official SLCS logo from Flynn & O'Hara store. Optional: SLCS hoodie which can be purchased at the IB campus. Shirts may not be altered by tying, bunching, rolling, etc.

#### **Grades 11-12**

- Black short or long-sleeve SLCS polo shirt with official SLCS logo or the SLCS blue oxford button down shirt with SLCS logo (must be worn fully buttoned), from Flynn & O'Hara store. Optional: SLCS hoodie which can be purchased at the IB campus. Shirts may not be altered by tying, bunching, rolling, etc.

#### **Grades 7-12**

- **Khaki or plain black** colored (no markings or words larger than a quarter) pants, shorts, skirt, skorts, or capri's. Pants must **not** be cut/ripped/frayed/distressed in any way and 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 to the top of the student's knee.
- Shoes must have a back or back strap. No slides, flip flops, slippers, wheel shoes.
- Optional navy blue SLCS logo sweater, navy blue SLCS fleece or the SLCS logo sweatshirt may be worn over the uniform shirt.
- Optional long-sleeve shirt underneath SLCS polo shirt is permitted.
- No hats, caps, scarves, bandanas, sweatbands, or other head coverings may be worn (unless required for daily wear by religious practice), gloves, or sunglasses. (If student needs to wear a house key, it must be worn tucked inside the uniform shirt at all times so that it is not visible.)
- Ear-buds, headphones, headsets, wireless earbuds, AirPods **may not be worn/visible** must be turned off and left in lockers.
- No visible undergarments of any kind (If clothing does not cover undergarments, the dress code is violated.)
- Each student is responsible for maintaining his/her school issued ID card and having it on him/her every day in school. (New ID cards will be issued at the beginning of the school year for grades 7, 9, and 11.) **ID cards that are lost or damaged must be replaced. Students must pay a fee of \$5.00 to obtain a replacement ID card.** ID cards must be used for swiping in each morning and for purchasing lunch items in the cafeteria.

### **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.

#### **IB Campus:**

- **Black only** SLCS t-shirt with the official SLCS logo and/or the crewneck SLCS logo sweatshirt. \*SLCS issued t-shirts also may be worn. All Spirit Wear must have the school name on it.
- **Black only** sweatpants or black shorts no higher than six inches from middle of student's knee.
- 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.

#### **On Dress Down days:**

- Ripped jeans are permitted if fabric underneath.
- 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 mid-thigh in length. 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.
- Wireless AirPods or ear phones may **not** be worn/visible.
- 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 in grades 7-12 are also provided an option of a lanyard. The student ID card is required for purchasing lunch and lunch snacks. Student ID card also provides secure entrance into IB Campus buildings and is necessary for student entrance. Students must wear or be able to produce their ID cards upon the request of any staff member at all times.

## 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 insuring 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.

Students in grades 9-12 must attend school for 990 hours per school year as per state policy. Students absent 35 days or more in a school year without authorized homebound instruction will not meet the state requirement of attending school for 990 hours and will not receive course credit for the school year.

### **Lates and early departure**

The start of the school day at the 18 Campus is 8am. Students are expected to be in their Period 1 classroom by 8am. The end of the school day is 3:10. Students arriving late or leaving early without an excused absence note will be considered unexcused, and minutes will be counted and accumulate. When a student reaches a total of 120 minutes from being late or leaving early unexcused, an after-school detention will be assigned. When a student reaches 480 minutes, the time is equivalent of one unexcused absence and will count towards our truancy policy.

## Early Dismissal

**Early dismissals for Grades 7-12 will not be approved beyond 2:45PM.** Parents/Guardians



who come to the offices at 2:45PM or later to request early dismissal for a student(s) will be required to wait in the car lot for student(s) at dismissal time.

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 [attendanceib@schoollane.org](mailto:attendanceib@schoollane.org)** stating the time the student needs to be excused and indicating if someone other than the parent is picking up the student. 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. 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 truancies. 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 an 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. In most cases, homebound/hospital instruction will be provided in accordance with information provided on the “Physician’s Statement” form.
8. 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.

## **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.)

## 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 Chromebook equipment, programs, settings or software.
  14. Defacing Chromebook.
  15. Online chat rooms
  16. Making fraudulent offers of products, items, or services originating from any school account.
  17. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
  18. 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.
  19. Port scanning or security scanning is expressly prohibited unless prior notification and approval from the school is provided.
  20. Executing any form of network monitoring which will intercept data not intended for the student's host.
  21. Circumventing user authentication or security of any host, network or account.
  22. Interfering with or denying service to any user (for example, denial of service attack).
  23. 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.
  24. 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.
  1. Adult/Sexually Explicit/Pornography
  2. Criminal Skills
  3. Drugs, Alcohol & Tobacco
  4. Gambling
  5. Glamour & Intimate Apparel
  6. Hacking
  7. Hate
  8. Personals and Dating, Social Media
  9. Violence/Offensive Language or Action
  10. Remote Proxies
  11. Weapons
  12. 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.***

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 (7-12) 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.

## **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.

## Extracurricular Activities Code of Conduct

SLCS IB Campus offers a variety of Extracurricular Activities throughout the school year. Student expectations regarding proper behavior that is explained in the above sections Behaviors Dealt with in the Classroom and Behaviors that Warrant Disciplinary Action holds true for Extracurricular Activities as well.

In order to be eligible to participate in Extracurricular Activities students must be in good standing in their academic courses. This means students must have earned a 3 or higher on a progress report or report card and have completed and submitted their current work assignments.

## Bullying

School Lane Charter School strives to provide a safe and supportive learning climate for all students. Therefore, School Lane Charter School maintains a school environment in which bullying in any form is not tolerated.

**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 taken seriously. 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.



## 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 1**

Principal or designee will recommend 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. 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. Failure to report to or refusal of a teacher detention
5. Dishonesty/Lying/Falsehood: including presentation of forged notes or passes, failure to show your SLCS-issued ID upon request, deliberately misrepresenting information
6. Aggressive Behaviors, including but not limited to hitting, pushing, biting (without breaking skin, not malicious) and shoving, or instigating these behaviors
7. Intentionally defacing, damaging or attempting to damage school property or property of others
8. Late arrival or failure to attend a class on a repeated basis without valid excuse or pass
9. Cutting class
10. Loitering on school property, including halls, classrooms, stairways and bathrooms
11. Visibility of and/or 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. Device will be confiscated and given to the grade level Vice Principal for the rest of the day. Students may pick up their phones from the Vice Principal or the front desk at the end of the day.
12. Throwing an object without regard to safety
13. Failure to report to the office or other designated area as directed

14. Violation of school's technology/acceptable use policy
15. Creation or possession of obscene writing, pictures, or articles
16. Use of violent language or gestures
17. Repeat of behaviors under "Behaviors Dealt with in the Classroom"

## **Level 2**

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

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

## **Level 3**

Principal or designee may recommend Suspension for up to ten days with the possibility of expulsion 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. Repeated or Extreme Bullying (see board approved Anti-Bullying Policy)

#### **Level 4**

Principal or designee 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

### **Exclusion (suspension or expulsion)**

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 suspension from school for more than three (3) days, the student is entitled to an informal hearing. 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](http://schoollane.org).

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.

## **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 [schoolane.org](http://schoolane.org).

## **Rights and Responsibilities**

### **Student Rights**

The rights of all students are ensured by the Constitution of the United States and the State of Pennsylvania and by all applicable federal, state, and local statutes. These rights, including the right to an education, shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability. Students have a right to a public education beginning with kindergarten and extending through the twelfth grade.

- Students have the right to expect a safe school environment and a climate conducive to learning.

- Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students.
- Students have a right to expect that other students and school personnel will respect their personal property.
- Students have a right to participate in school activities, subject to qualification requirements and compliance with Board of Trustees' policies and regulations.
- Students have the right to express themselves, in writing and orally and by symbolism within the boundaries of the law and policies of the school. Students may advocate change in any law, policy, or regulation.
- Students have the right to safe and orderly transportation to and from the school when such transportation is arranged through the school. Transportation is a privilege.

### Student Responsibilities

1. Attend school regularly, arrive on time, and be prepared for class.
2. Support and participate in school and classroom activities.
3. Remain on the school campus during the school day.
4. Assist the principal and his or her staff in the operation of a safe and orderly school, where all students can learn and develop socially.
5. Comply with SLCS dress code (see page 17)
6. Obey school rules and/or the law concerning use, possession, distribution or sale of: tobacco, marijuana, or controlled substances as defined under the Drug Control Act; drug paraphernalia as defined by the State of Pennsylvania; imitation controlled substances; nonprescription or prescription drugs, or alcohol or vaping paraphernalia on school property, on the way to and from school, or while attending school-sponsored activities.
7. Obey laws and regulations and policies which forbid supplying, handling, using, transmitting, carrying or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event.
8. Report incidents to the principal or his/her staff when your safety or the safety of others may be jeopardized.
9. Support education for everyone, as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability, or intellectual ability.
10. Take advantage of the studies offered by the school.
11. Complete assigned work; study; and read.
12. Be prepared for learning by bringing materials and supplies to classes.
13. Be self-controlled and non-disruptive on school property and/or at school activities.
14. Be reasonable, modest, self-controlled, non-suggestive, non-intimidating, non-bullying, and considerate in your relationships with other students and with school employees.
15. Keep your language and gestures respectful and free of profanity or obscenities.

16. Respect private, public, and school property.
17. Be informed of laws and school rules regarding students' rights and responsibilities.
18. Support the right to freedom of expression.
19. Ensure that your expressions do not interfere with the educational process, present health or safety concerns, damage property, infringe on the rights of others or violate law or school policies, or activities or with the rights of others.
20. Be sensitive to others in your choice of communication clothing, ensuring that it does not express obscene, racist, or sexist language or gestures or slanderous, libelous, racist, violent statements, or sexist statements.
21. Ensure that your conduct contributes to a safe and orderly atmosphere while being transported; refrain from conduct that will create a hazard to self, others or general public and refrain from violating laws or school policies.

### **Parent/Guardian Responsibilities**

1. Promote regular school attendance, arriving on time, and being prepared for class.
2. Support and honor SLCS Mission and Vision.
3. Support and volunteer in school and classroom activities.
4. Work with the principal and his or her staff in promoting a safe and orderly school, where all students can learn and develop socially.
5. Communicate with teachers and staff any concerns, questions and/or comments regarding your child's education.
6. Assure that your child arrives at school dressed according to School Lane's dress code.
7. Report incidents to the principal or his/her staff when your child's safety or the safety of others may be jeopardized.
8. Support education for everyone, as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability, intellectual ability, or sexual orientation.
9. Be reasonable, caring and cooperative in your relationships with other SLCS staff, students, and parents.
10. Keep your language and gestures respectful and appropriate while on school grounds or involved in school-related activities.
11. Respect private, public, and school property.
12. Stay informed of laws and school rules regarding parents' rights and responsibilities.
13. Support the right to freedom of expression.
14. Ensure that your expressions support the educational process as well as health and safety concerns. Through supportive expression, you will not damage property, infringe on the rights of others or violate the law or school policies.
15. Be sensitive to others in your choice of communication and clothing in ways that honor race, gender, religion and other cultural differences.
16. Follow school rules and/or the law concerning use, possession, distribution or sale of: tobacco, marijuana, or controlled substances as defined under the Drug Control

Act; drug paraphernalia as defined by the State of Pennsylvania; imitation controlled substances; nonprescription or prescription drugs, or alcohol, and/or vaping paraphernalia on school property, on the way to and from school, or while attending school-sponsored activities.

17. Follow laws and regulations and policies regarding weapons on school property. Students may not handle, carry or possess any type of weapon on school property, on the way to and from school, or at any school-sponsored event.

### **Teacher/Staff Responsibilities**

1. Assume the rights and responsibilities of shared decision-making.
2. Participate in the establishment of school norms, rules and regulations regarding student and staff behavior. Model accepted norms of behavior for staff and students and explain these rules to students, and require observance of them.
3. Assist the administration of the school in developing school norms, philosophy, objectives and procedures for the efficient and orderly operation of the school in line with the mission and vision of the school.
4. Participate actively in school activities.
5. Reflect personal enthusiasm for teaching and learning and a genuine concern for each individual student.
6. Express positive reinforcement for acceptable behavior.
7. Project the image of your profession, your school, and education for everyone in a positive manner.
8. Be professional, and act as a positive role model for students.
9. Refer to a counselor or an administrator any student whose behavior requires special attention.
10. Report all incidents of suspected child abuse or neglect to the principal, as required by Pennsylvania Law.
11. Guide learning activities so students learn to think and reason.
12. Provide opportunities for students to develop socially acceptable skills, and positive attitudes and behaviors.
13. Provide meaningful schoolwork for students with the expectation that all students can be successful and achieve.
14. Communicate with parents regarding student achievement and behavior, and consult with parents frequently.
15. Guide students to assume responsibility for their actions and to respect the rights of others.
16. Be fair, firm, and consistent in enforcing school rules on school property and at all school-sponsored activities.
17. Demonstrate by word and personal example, self-discipline and respect for others and the law.
18. Respect the dignity of everyone.
19. Ensure that no one's expressions interfere with the educational program.
20. Encourage students to express themselves appropriately and respectfully.



21. Do not use language that is harassing, obscene, slanderous, racist or sexist.
22. Encourage students, parents, other teachers and other staff to use language that is not harassing, obscene, slanderous, racist or sexist.
23. Represent your profession positively through your professional appearance and conduct at school and at school-sponsored events.
24. Refrain from initiation of or participation in gossip, verbal, written, or sexual harassment activities.

## 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 in order to release any information from a student's education record. However, 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
  - 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
- 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.