

Table of Contents

General Statement.....	Page 2
Mission, Motto, Pledge.....	Page 2
Rights and Responsibilities.....	Page 3
Student Rights.....	Page 3
Student Responsibilities.....	Page 4
Parent/Guardian.....	Page 5
Teacher/Staff.....	Page 6
Childfind.....	Page 7
FERPA.....	Page 7
Specific Policies	
I. Attendance.....	Page 8
Lateness.....	Page 9
Early Dismissal.....	Page 9
Absence Call-In.....	Page 9
Excused Absence.....	Page 9
Educational Leave of Absence.....	Page 10
Missed Assignments.....	Page 11
Unexcused Absence.....	Page 11
Truancy.....	Page 11
Homebound Instruction.....	Page 12
II. Dress Code.....	Page 15
III. Lunch Payment.....	Page 16
IV. Search and Seizure.....	Page 16
V. Expressions and Limitations.....	Page 17
VI. Distribution of Literature by Students.....	Page 18
VII. Anti-Harassment.....	Page 18
VIII. Technology Guidelines.....	Page 19
A. General Use and Ownership.....	Page 19
B. Security.....	Page 19
C. Unacceptable Use.....	Page 19
D. Internet Access Policy.....	Page 20
IX. Transportation Guidelines.....	Page 21
A. Services.....	Page 21
B. Bus Discipline Code.....	Page 21
X. Extra Curricular Activities.....	Page 22
XI. Disciplinary Action.....	Page 23
A. Behaviors to be dealt with in class.....	Page 24
B. Behaviors Warranting Disciplinary Action.....	Page 24
C. Discipline Statement.....	Page 27
D. Detention/Suspension/Expulsion.....	Page 27
E. Exclusion.....	Page 27
F. Exclusion from Class.....	Page 28
G. Hearings.....	Page 28
H. Discipline of students with disabilities.....	Page 28

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.

SLCS Mission. Motto and Pledge

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.

MOTTO

What you achieve today is directly related to what you do; so believe in yourself and others will believe in you

PLEDGE

*I am responsible for the choices I make.
Everything I do affects others.
We work together to be the best we can be.*

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 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.

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 in which to learn and a climate within the school that is 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. Be clean and dress in compliance with school rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner which conforms to community standards of decency. The school uniform is mandatory.
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 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 two hours per month.
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. Support your child to arrive at school dressed according to School Lane's dress code. The dress code is designed for safety and propriety.
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 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.

Family Educational Rights and Privacy Act (FERPA)

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; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

SPECIFIC POLICIES

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

I. 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.

Since students have limited control over circumstances in the home which may prevent them from getting to school regularly and on time, School Lane believes that the primary responsibility for student attendance lies with the parents/guardians.

Frequent absences or lateness interferes with the learning process and puts students at high risk for academic failure. Thoughtful consideration should be given to the effects on student learning of any absence other than one of a medical or family emergency. Whenever possible, medical or dental appointments should be scheduled at times outside of the school day.

Classroom instruction is an essential part of the learning process; hands-on and cooperative group learning is a significant part of the School Lane Charter School

curriculum. To be meaningful and effective, quality education requires continuity of instructions, regular contact among students in the classroom and participation in well-planned instructional activities. Many learning experiences that take place during the School Lane Charter School's school day are difficult to duplicate elsewhere.

Lateness: Students are expected to arrive on time for school promptly at 8:00 a.m. Any student who reports to school after that time is considered late. All late students must report to the school office. **Minutes after 8:00 am will accumulate with 240 minutes (4 hours) equaling one half day absent and recorded as such.**

Early Dismissal: Students who must leave school during regularly scheduled hours should bring a note from the parent/guardian stating the time the student needs to be excused and indicating if someone other than the parent is picking up the student. This note should be presented to the teacher. Phone calls to the school are not accepted for this purpose. Parent, guardian, or designated adult is asked to meet and sign the student out in the school office.

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 of out 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 from the attendance rolls.

Absence call-in: Parents are to call School Lane Charter School before 8:00 AM on any day in which their child will not be in attendance. Parents are to leave the name of the student, homeroom number, and homeroom teacher's name when they call into the school. A School Lane Charter School staff member will call the parent of any student who is absent from school but who has not been called in to provide absent attendance notice. This policy is in place to ensure that all students are accounted for any given day School Lane Charter School is in attendance. (Addendum to Attendance Policy adopted by the Board of Trustees on September 13, 2004)

Excused Absence: Parents are responsible for providing school officials with verification of the reason (notes and/or documentation) for each absence.

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 three 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.
7. **Educational Opportunities or Family Educational Trips.** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted **prior** to the absence.

Educational Leave of Absence

A planned absence, which extends beyond three consecutive scheduled school days, requires a formal application process in advance according to Educational Leave of Absence Policy. All requests will be submitted to the principal thirty days prior to leaving, and include the dates, destination, and purpose of the trip, a description of the educational value, specific plans for enrichment, and arrangements that have been made for making up missed classroom work.

All appeals will be submitted to the Board of Trustees. Failure to follow Educational Leave of Absence Policy procedures without just cause may result in removal from the rolls. Planned absences that shorten the school year by coinciding with either the beginning or the end of the school year are not permitted. Educational Leave

of Absence will not be considered for absences greater than 10 school days. No more than one Educational Leave of Absence will be considered per school year. Educational Leave of Absence Application Forms are available in the school office. (Amended by the Board of Trustees December 13, 2004).

Extended leave of absence will not be approved if a student has been absent 10% of the school year already completed or if it would put a student over an accumulated 19 days of absence for the school year.

All absences will be treated as unlawful until School Lane Charter School receives a written excuse explaining the reason(s) for an absence. **Parents/guardians and students should submit the written explanation within three calendar days of the 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. School Lane Charter School will immediately inform parents/guardians in writing upon each incident of unlawful absence.

Missed Assignments and Projects

Students are expected to make up assignments and projects missed when absent. Students are allowed an equal number of days as they were absent, to complete the necessary make-up assignments or projects. In cases of extended illness, the student should ask for help in establishing a make-up schedule.

Upon returning from an educational opportunity or trip, students are required to present to the teacher, a written report, daily journal, or presentation of activities, experiences, and learning that occurred during the absence.

Unexcused Absence

According to the Public School Code, **Charter School Law and accompanying guidance from the Pennsylvania Department of Education**, School Lane Charter School is obligated to inform the student's district of residence whenever the student has three days of unexcused absence. The district where the student resides is responsible under sections 1354 and 1333 of the School Code to bring action against parents or students who have violated the compulsory attendance laws.

Truancy: Truancy is any absence from school or from any scheduled class without an acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained absences are recorded as truanies. Truancy is an unexcused absence.

Any absence not verified by a parent/guardian, physician, court, or other agency, within three days of the student's return to school, is considered unexcused. Planned absence of three consecutive days or more without prior approval 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 Truancy Elimination Plan to resolve truant behavior. The plan can include a myriad of options for elimination of truancy mutually agreed upon by the participants.

Students that are absent from school for 10 or more consecutive days without appropriate documentation will be removed from School Lane Charter School's rolls.

For the first and second unlawful absences, School Lane Charter School will send the parent/guardian a notice of unlawful absence as well as attaching a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unlawful absence, School Lane Charter School will send the parent/guardian a third notice of unlawful absence by **certified mail** providing the parents/guardians with official notice of child's third illegal absence. The school shall attach an explanation of the penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian. After three days after giving such notice, the student/ parent/guardian who again violate the compulsory attendance requirements shall be liable without further notice.

After agreeing to a TEP, or if there is not agreement on a truancy elimination 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 (**via certified mail**) of unlawful absence to inform the child's parent/guardian that the child has violated the TEP or, if there is not a TEP, 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 district of residence will send a citation immediately to the magisterial district judge. After this notice, all future incidents of truancy will be referred by the district of residence 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 can not 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.

II. Dress Code -----

1. Students attending SLCS will wear the following uniform on school days:

Kindergarten – grade 5 --- Light blue short or long sleeve polo shirt with school logo, khaki colored pants, shorts, skirt, skorts or Capri's

Grade 6, 7, 8, --- Light blue or royal blue short or long sleeve polo shirt with school logo, khaki colored pants, shorts, skirt, skorts or Capri's

Gym Days – all students will wear SLCS logo t-shirt or sweat shirt with gray or black shorts, skorts or sweatpants (do not have to have SLCS logo) and sneakers

2. Students are permitted to wear SLCS logo sweat shirts or navy blue logo sweaters. On cool days, students may wear long sleeve turtleneck or t-shirts under their SLCS logo short sleeve or long sleeve polo shirts.
3. Shoes must be worn at all times for health and safety reasons. Shoes with wheels are not permitted. Flip Flops are not permitted. (We strongly caution against wearing shoes and/or sandals without backs, as this type of shoe poses a severe safety hazard on the stairs and at recess.)
4. Khaki colored shorts, skirts, or skorts may be worn; however, the bottom of the shorts, skirt, or skorts must be no higher than six inches from the middle of your child's knee. Shorts and skirts that are extremely short are not permitted
5. Hats, caps, scarves, bandanas and other head coverings are not permitted unless required by religious practice.
6. Under no circumstances is it acceptable for undergarments to be visible. If clothing does not cover up underwear or bra straps, the dress code is violated.

Students who are dressed inappropriately in violation of this dress code or not wearing the SLCS appropriate uniform will be asked to call home for change of clothing to the appropriate uniform items or will remain in the office for the school day.

III. Lunch Payments-----

School Lane Charter School participates in the National School Lunch Program. On the first day of school, parents receive a National School Lunch Program application. By providing financial information on the form and returning the form to SLCS, your family may qualify for free or reduce 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, orange juice 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 to SLCS for the lunch account. Send lunch money into school in an envelope that includes your child’s name and four digit lunch number on the check and envelope.

Every student is assigned a lunch account number when they enter School Lane Charter School as a new student. Students in grades two through eight utilize their four digit PIN numbers when purchasing a hot tray or beverage. Students in grades seven and eight are offered a la carte items that are in addition to the regular school lunch menu. A la carte items are cash only. Students may not purchase a la carte items through their lunch accounts.

SLCS sends reminders to parents when their child’s lunch account has low funds. If a student’s account balance hits a deficit of 4 days worth of lunches or more, the parent is first contacted via a bill sent home with the student and mailed to the parent. If no payment is made into the account, the parent is contacted by phone. Payment must be made into the account to fund future lunch purchases. If funds are not sent to replenish the account, students in grades 5 – 8 will not be served a hot lunch tray. For student in kindergarten through fourth grade, students will be served a peanut butter and jelly sandwich and charged \$0.50 to their account. Once the past balance is paid and funds are in the account for future purchases, students will be permitted to purchase the hot lunch tray. Students are gently reminded if they are being declined for purchasing a hot lunch tray.

IV. 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.

V. 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.

VI. 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).

VII. 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, COO 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, COO or designee. If an offense is alleged against the Principal or COO, 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.

VIII. Technology Guidelines -----

A. General Use 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 COO or Principal.
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 floppy discs and 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.

B. 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, thin clients and workstations should be secured by logging-off when not in use or at the end of the day.

C. 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 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.
 7. Making fraudulent offers of products, items, or services originating from any school account.
 8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
 9. 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.
 10. Port scanning or security scanning is expressly prohibited unless prior notification and approval from the school is provided.
 11. Executing any form of network monitoring which will intercept data not intended for the student's host.
 12. Circumventing user authentication or security of any host, network or account.
 13. Interfering with or denying service to any user (for example, denial of service attack).
 14. 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.
 15. Providing information about, or lists of, school employees, students, family members of students, vendors, customers or board members to parties outside the school.

D. Internet Access Policy

All internet access is a privilege and granted on a per-user basis. 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 COO or Principal.

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

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**
9. **Violence/Offensive Language or Action**
10. **Remote Proxies**
11. **Weapons**

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

IX. TRANSPORTATION GUIDELINES -----

A. Services

1. Bus transportation is provided to our students by their home sending district. We follow the sending districts rules and regulations regarding discipline on the buses.
2. All school rules apply on school provided transportation.

B. Bus Discipline Code

The bus is an extension of the school and the CAO/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; lighting matches/lighters or smoking; throwing objects inside/outside the bus; putting head, hands

or feet outside a window; opening emergency door; and refusing to comply with reasonable requests of transportation staff.

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:

1. First Offense – Warning to student and parent via phone
2. Second Offense- Warning in Writing to parent
3. Third Offense - School Detention
4. Fourth Offense – 1 Day Suspension off bus
5. Fifth Offense –3 days Suspension off bus
6. Sixth Offense- 5 days Suspension off bus
7. Seventh Offense- Up to 10 days Suspension off bus
8. Eighth Offense- Suspension off bus at the discretion of administration

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.

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.

X. Extra-Curricular Activities-----

Students wishing to participate in extra-curricular activities must be a *student in good standing*. The student must meet academic, behavioral and attendance standards to participate in all aspects of the activity (practices, games, meetings, events, etc.) Extra-curricular is defined as any activity that will require the release of a student from regularly-scheduled classes (ex. sports, music lessons, student council, etc.) or any school-sponsored activity that meets during a student’s non-class time (before or after school, lunchtime). Students who commit to an extra-curricula activity are expected to participate for the duration of the activity, unless they become ineligible. Exceptions to this policy may only be made by the Principal or designee.

To be considered a *student in good standing*, a student must meet the following requirements:

1. The student’s grade for each major course should be 65% or above during the activity’s duration. Grades will be checked at the beginning of each Trimester. If a student’s grade drops below 65% in any major course, the following applies:
 - Probation for the first 10 school day cycle – the student may still participate in the activity.
 - If the student’s academic performance does not improve during the initial probation, the student may not participate in the activity. Progress will be considered on an individual basis.

- If the student’s academic performance does improve, they will be permitted to participate, but they must maintain improvement. Progress will be checked each Friday from that point. If, the grade(s) still does not improve, the student is not eligible to participate until improvement is noted and consistent.
 - Grades are checked each Friday for the preceding 5 days to determine if students are eligible or ineligible for the subsequent calendar week.
2. Grades can be monitored throughout the school year at any time to determine eligibility.
 3. During the marking period preceding the activity and for the duration of the activity, a student must maintain an attendance record void of violations (unexcused late arrivals to and/or unexcused absences from school) that would at any point throughout the marking period preceding the activity through the duration of the activity exceed the equivalent of 1 unexcused absence. If a student’s attendance record during the marking period preceding the activity or during of the activity exceeds the equivalent of 1 unexcused absence, the student is not eligible to participate in the activity for the remainder of the activity or, in the case of a full year activity, until the start of a new marking period, provided the new “preceding” marking period attendance record meets the criteria defined above.
 4. Students serving an after school detention are ineligible for their extra-curricular activity/event on the day they serve the detention.
 5. Students serving a suspension (in-school or out-of-school) are ineligible for their extra-curricular activity/event for the days suspended plus the first three sequential school days upon return to school and/or classes.

Students missing a class or classes due to participation in an extra-curricular event must do the following:

1. Contact teacher(s) prior to missing the class to inform them of the absence and to request assignments.
2. Complete all assignments without an extended due date.
3. Make-up tests, quizzes, presentations, etc. within 2 school days.

XII. Disciplinary Action-----
Definition of Discipline

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share in the responsibility for helping students to develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to insure uninterrupted instruction by teachers and students.

In the school, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade 8. Parents, teachers, and others responsible for the welfare and education for these students cooperate to interpret and enforce these rules.

A. Behaviors that should be dealt with in the classroom

Teachers should have current behavior plans which set student expectations. Consequences of the following infractions should be dealt with and recorded by teachers or staff member:

1. Cheating and/or Plagiarism
2. Disrespect to peers
3. Disruption of class, study, or instruction
4. Horseplay in classroom, lunchroom, hallways, yard, or bathroom
5. Inappropriate display of affection
6. Inappropriate language or gesture
7. Possession of trading cards
8. Leaving class without permission
9. Arriving to class late without appropriate pass
10. Loitering on school property, including halls and classrooms
11. Rude behavior to others
12. Sleeping in class
13. Failure to follow established school/classroom rules
14. Loitering and/or failure to provide identification upon request
15. Chewing gum in school
16. Throwing objects
 - Excessive breaking of rules can result in offense becoming Level 1

Appropriate Interventions:

Discuss the incident with the student,
Require a verbal or written apology,
Require student to attend another room for a short period of time,
Phone call home,
Lunch detention,
After-school detention,
Meet with Student and parents.

*Please note that other interventions may be used if they are appropriate to the situation.

B. 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 may recommend After School/Before School/Lunch/ detentions for the following offenses occurring on school property, at school-sponsored activities, or for school-related reasons in conjunction with Peer Mediation, Restorative Circles, Counselor Meetings:

1. Bullying; Cyber-bullying when action is initiated in school building
2. Damage or loss of textbooks, library books, or learning tools
3. Failure to comply with established dress code
4. Failure to attend class or late arrival to class without valid excuse or pass
5. Possession or use of beepers, pagers, cell phones, walkman, ipod, MP3 players, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
6. Aggressive Behaviors, including but not limited to hitting, pushing, and shoving
7. Throwing an object without regard to safety
8. Disobedience to teacher or other staff member
9. Failure to report to the office as directed
10. Dishonesty/Lying/Falsehood: including presentation of forged notes or passes, refusal to identify yourself properly, or deliberately misrepresenting information
11. Misuse of school property or property of others including computers, networks, or web pages
12. Violation of school's technology/acceptance use policy
13. Creation or possession of obscene writing, pictures, or articles
14. Attempting to destroy property of others
15. Possession of Camera or phone

* Please fill out appropriate referral form when necessary

Level 2

Principal or designee may recommend Suspension for the following offenses occurring on school property, at school-sponsored events, or for school-related reasons:

1. Repeated Level 1 Offenses
2. Abusive Language directed toward a teacher or student
3. Failure to report to, or refusal of a detention
4. Fighting- physically striking and getting struck by that person
5. Participating in and/or instigating a riot
6. Challenging authority of teacher
7. Theft or attempted theft
8. Unauthorized entry into a restricted area
9. Walkouts/ Leaving school grounds without authorization
10. Using camera, phone, or other recording device to record on school property
11. Creation or possession of violent writing, pictures or articles*

12. Use of violent language or gestures*

* If the student is deemed a possible threat to self or others-suspension is treated as a level 3 offense

Level 3

Principal or designee may recommend in school or out of school suspension up to 10 school days with the possibility of expulsion for any of the following offenses occurring on school property, at school-sponsored events, or for school-related reasons:

1. Repeated 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. Threats of death or serious bodily injury-verbal, written, or electronic
7. 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
11. Possession or use of lighters, matches, or laser pointers
12. Possession, Distribution, Sale, or Use of Pornography whether it be electronic or printed

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 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 too 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

C. 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.

1. Detentions are classified into two categories and are defined as follows:

a. Administrative

- i. Before School: 6:30 a.m. to 7:45 a.m.
- ii. After School: 3:45 p.m. to 5:00 p.m.
- iii. Lunch: Held during the student's recess

b. Teacher

- i. After School: 3:45 p.m. until time discussed with parent, but no later than 5:00p.m.
- ii. Lunch: During Student's recess

It is the responsibility of the school staff member to give parents a minimum of 24 hour notice when assigning an after school or before school detention.

It is the responsibility of the parent to provide transportation to and from an assigned detention.

Failure of a student to report to an assigned detention may result in further disciplinary activity.

2. Exclusions

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.

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,

- (3) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent based on governing board recommendations. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

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

3. 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.