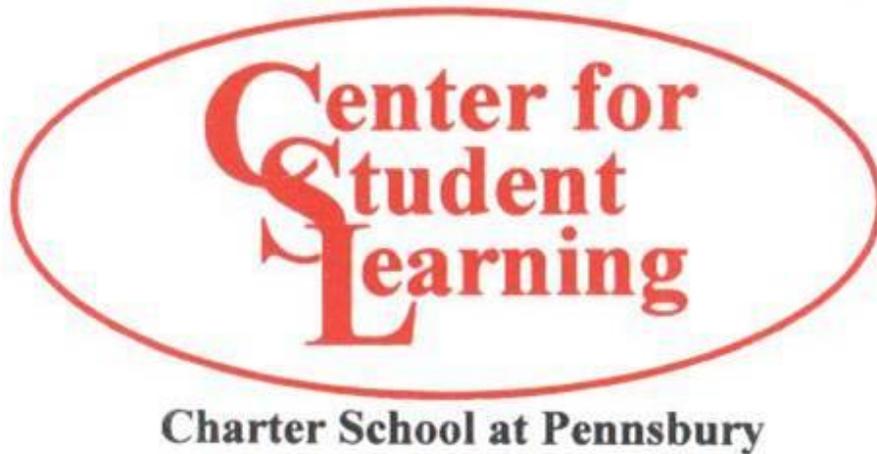


## CSL Student Code of Conduct



### **CODE OF CONDUCT POLICY**

The Center for Student Learning will be referred to as “CSL” throughout this document. CSL is a charter school within The Pennsbury School District’s borders. The CSL Code of Conduct can be viewed at the website: [www.cslcharter.org](http://www.cslcharter.org).

This document outlines the general Code of Conduct for all CSL students. It is to be used as a reference for CSL students, parents, and staff. It must be signed by each student and their parent or guardian before the student is enrolled at CSL and will be distributed on an annual basis to each family for signature by both parent/guardian and student.

## CSL Student Code of Conduct

### Table of Contents

	Page #
<u>Expectations</u>	<u>4</u>
<u>I. Attendance</u>	<u>5</u>
Daily	
Absences	
Truancy	
Lateness	
Cutting Class	
<u>II. Behavior</u>	<u>7</u>
Disrespectful Behavior	
Insubordination	
Disruptions	
Safety	
Consequences	
<u>III. Restrictions</u>	<u>8</u>
Eating / Drinking	
Electronic Devices	
Tobacco Products	
Dress Code	
<u>IV. Harassment</u>	<u>9</u>
Examples	
Policy	
<u>V. Drugs</u>	<u>10</u>
Definitions	
Policy	
Medication	
<u>VI. Vandalism</u>	<u>11</u>
<u>VII. Endangering Acts</u>	<u>11</u>
Threats	
Fighting	
Weapons	
False Fire Alarms	
School Buses	
Theft	
<u>VIII. Motor Vehicles</u>	<u>12</u>
<u>IX. Obligations</u>	<u>12</u>
<u>X. Search and Seizure</u>	<u>12</u>
<u>XI. Disciplinary Measures</u>	<u>13</u>
Physical Force	
Detention	
Suspension	
Expulsion	

## CSL Student Code of Conduct

Table of Contents (cont'd)

<u>XII. Behaviors Warranting Disciplinary Action</u>	<u>13</u>
Level 1	
Level 2	
Level 3	
Level 4	
<u>XIII. Technology Guidelines</u>	<u>16</u>
General Use and Ownership	
Security	
Unacceptable Use	
Internet Access Policy	
<u>XIV. Discipline of Students with</u> <u>    Disabilities</u>	<u>19</u>
<u>XV. Appeal Procedures</u>	<u>20</u>

## CSL Student Code of Conduct

### EXPECTATIONS

In order to make CSL a place where all students can grow and learn, the Board of Trustees of CSL has approved standards of behavior and consequences for breach of these standards by students and staff. The Code of Conduct is not an exhaustive list of violations, but provides examples of the kind of conduct that is subject to action under the Code and the consequences that may be imposed as a result of misconduct.

#### Expectations For Students

Students are expected to:

- a. Accept that the law requires CSL personnel to act in place of parent(s) in the school classroom, at school sponsored activities/events and on school transportation (in loco parentis);
- b. Show respect, obedience, and courtesy toward school personnel;
- c. Treat other students with respect, obedience and courtesy;
- d. Respect school property and the property of others;
- e. Behave in a way that does not prevent other students from learning;
- f. Be responsible for their own behavior whether by themselves or as part of a group;
- g. Refrain from the use of abusive or obscene language;
- h. Refrain from making threats to school personnel or other students;

#### Expectations For Staff

In order to model positive behavior for students, staff are expected to:

- a. Identify needs of individual students while maintaining overall school standards;
- b. Provide examples of self-discipline and CSL standards of behavior for students to follow;
- c. Maintain order and courtesy by establishing fair and consistent standards for behavior in the classroom, in the school, and at school activities;
- d. Recognize the need for firm authority and patient redirection in order to develop an atmosphere for effective teaching and learning;
- e. Assume the personal responsibility for solving classroom discipline problems pursuant to the Code of Conduct and to discuss student behavior issues with the student, parents, counselor, principal, and appropriate professional personnel to resolve them before they escalate;
- f. Recognize the limitations of discipline and apply that action which can be carried out within the framework of policy or legal action.

### **Definition of Discipline in Implementing the Code of Conduct**

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.

## CSL Student Code of Conduct

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. Parents, teachers, and others responsible for the welfare and education for these students cooperate to interpret and enforce these rules.

### I. Attendance

#### A. Daily

1. All students are required by law to attend school. Consistent with school laws of Pennsylvania, all absences are unexcused except for the following reasons:
  - a. Illness of the student (with medical documentation)
  - b. Death in the immediate family
  - c. Religious holidays as permitted by law
  - d. Approved educational trips
  - e. Court or Administrative Proceedings - if student is at the proceedings of a court or an administrative tribunal as a party to the action or under subpoena as a witness.
  - f. Other urgent reasons as defined by administration.
2. If students know that they will be missing school for some reason, a note from their parents explaining why they will be out of school must be presented to the Main Office.
3. When students return to school after an absence, they must present an excuse note to the office within five school days or the absence will be considered unexcused.
4. In case of an absence of three consecutive days, or chronic or irregular absences, administration requires a physician's statement showing such absence to be justifiable.

B. Absences - According to the Public School Code, Charter School Law and guidance from the Pennsylvania Department of Education, CSL is obligated to inform the student's district of residence whenever the student has three (3) days of unexcused absence. The district where the student resides is responsible under Public School Code to bring action against parents or students who have violated the compulsory attendance laws.

1. Students who miss seven days (unexcused) during a marking period (9 weeks) will fail a class.
2. At the end of a marking period, students who fail a class due to attendance will have an opportunity to make up one or two days missed. For every school day missed, a student must make up three hours of instructional time (at a before or after school detention) or through documented community service.
3. Absence notes must be turned in within five days of the student's return.
4. Unexcused absences will invoke the following disciplinary consequences:
  - A call is made home to the parent/guardian;
  - Accumulation of **3** unexcused absences: 1st Truancy Warning Letter sent to parent/guardian and home district.

## CSL Student Code of Conduct

- Accumulation of **6** unexcused absences: Truancy Letter sent to parent/guardian and home district.
- Accumulation of **7** unexcused absences in one quarter: Failure for quarter, no credits awarded.
- Accumulation of **10** consecutive unexcused absences: Student will be withdrawn from CSL.

### C. Truancy

1. Truancy is an unlawful or unexcused absence from school.
2. Students caught off school property without permission of school administration, during the school day, will be considered truant. A truancy officer will be called and the student will receive an unexcused absence.
3. 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, CSL 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 as mutually agreed upon by the participants.
4. Students 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. Students 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.

### D. Lateness

1. Any lateness to school or class is unacceptable.
2. Every minute late must be made up through approved community service.
3. Late time continues to accumulate throughout the school year.
4. Late time to school totaling 15 minutes or greater will be counted as cutting class.

### E. Cutting Class

1. Students who miss 15 minutes or more of any class including lunch are considered "cutting class."
2. Each class missed will count as an unexcused class absence on that day.

### F. Homebound Instruction

Students experiencing extended chronic illness may request homebound instruction.

Purpose: Home/hospital instruction is designed for students who, due to physical, mental or other "urgent reasons", as certified by a licensed physician, and are homebound or hospitalized for a period of one (1) week or more. Home/hospital instruction cannot replicate classroom instruction and should be of the shortest duration possible and cannot exceed three (3) months

## CSL Student Code of Conduct

unless a re-evaluation after three months by a licensed physician permits another three (3) months. A student on homebound instruction is counted for attendance purposes as if in school.

### II. Behavior

#### A. Disrespectful Behavior

Students must use appropriate manners and act responsibly while in school, at school-sponsored activities/events or on school transportation.

#### B. Insubordination

Students must listen and be respectful to the directions of CSL staff while in school, at school-sponsored activities/events or on school transportation.

#### C. Disruptions

Disruptions to the environment of the school, which include verbal, physical and cyber/electronic.

#### D. Safety

Students must act in a safe and controlled manner while in school, at school-sponsored activities/events or on school transportation.

#### E. Consequences

For behavioral violations, CSL will take proactive steps to teach the correct behavior and enforce the Code of Conduct in a consistent and fair manner. Students will be expected to take ownership for, and accept the consequences of their actions. The Levels of Misconduct and corresponding Consequences are set forth below in Section XII.

#### F. 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. Leaving class without permission
8. Arriving to class late without appropriate pass
9. Loitering on school property, including halls and classrooms
10. Rude behavior to others
11. Sleeping in class
12. Failure to follow established school/classroom rules
13. Loitering and/or failure to provide identification upon request

## CSL Student Code of Conduct

14. Chewing gum or eating and drinking in class
15. Throwing objects

### 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 for guidance and/or de-escalation;
- Phone call home to parent/guardian;
- Confiscate unauthorized food, drink, gum, and any other object;
- Detention;
- Meet with Student and parent/guardian.

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

### III. Restrictions

#### A. Eating and Drinking

1. Food and drinks may only be consumed in class when CSL staff specifically permits same.

#### B. Electronic Devices

1. Unauthorized use of cell phones, pagers, mp3 players, CD players, headphones, handheld games, and all other electronic devices are not permitted at school. CSL will confiscate any unauthorized electronic device.

#### C. Tobacco Products

1. It is illegal to possess or use tobacco on school grounds, at school sponsored activities and on school transportation.

#### D. Dress Code

1. Clothing which is obscene, displays profanity, or advertises an illegal activity or product is prohibited. Clothing which disrupts the educational process or constitutes a health or safety hazard is prohibited. The following types of clothing are inappropriate to wear in school, at school-sponsored activities/events or on school transportation and are therefore prohibited:
  - a. Hats and any type of head-coverings.
  - b. Tank tops, swimwear, leotards.
  - c. See-through garments of any kind.
  - d. Clothing that exposes any part of the midriff.
  - e. Clothing that is excessively tight, short, or revealing.
  - f. Clothing that drags on the floor or is in need of repair.
  - g. Clothing or patches which can be interpreted as obscene by placement.
  - h. Clothing that advertises alcohol, drugs, or sexual messages.
  - i. Clothing that reveals undergarments.

## CSL Student Code of Conduct

2. Students inappropriately dressed will be directed to change; and are subject to Code of Conduct Level I Consequences for the first offense as set forth in Section XII below.

E. Distribution of Literature by Students --The administration shall coordinate distribution or display of literature by students enrolled in CSL. The material must be approved by the CEO/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).

**IV. Harassment Policy** – It is CSL’s policy to prohibit harassment and discrimination, including harassment and/or discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition, and age, and to maintain a learning environment which is free of any such harassment and discrimination. Unlawful harassment includes offensive verbal, physical or cyber 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.

### A. Examples of Impermissible Discrimination and/or Harassment:

1. Verbal conduct such as cursing, or derogatory or degrading comments.
2. Physical conduct resulting in the creation of derogatory posters, cartoons, drawings, letters, notes, or gestures.
3. Physical conduct such as offensive or unwelcome touching, or interference with school studies, courses, programs or activities.
4. Retaliation against CSL student or staff reporting the harassment or discrimination.

### B. Examples of Sexual Harassment Between Students or Between Students and Staff:

1. Threats of sexual relations or sexual contact.
2. Continuous or repeated verbal abuses of a sexual nature including graphic comments about a person’s body or sexuality.
3. Sexually degrading words to describe the person or an invitation of a sexual nature.

## CSL Student Code of Conduct

4. Sexual remarks, jokes or gestures that may embarrass or offend others.
5. Stalking, whether through physical, written, cyber or other means.

C. Policy – Any student who feels he or she is being harassed or discriminated against by an employee or another student or who is aware of harassment or discrimination against another student should report it immediately to the principal, counselor, or teacher in writing or verbally. 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 CEO/Principal or designee. If an offense is alleged against the CEO or 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.

The school administration and staff will promptly investigate incidents of harassment. A finding by the administration that a student has engaged in harassment or discrimination shall subject the student to disciplinary action which may include not permitting participation in school activities, detention, suspension, and/or expulsion from school.

**V. Drugs** – A “Drug” shall mean all controlled substances prohibited by law; all look-alike drugs; all alcoholic beverages; all malt beverages; any drug paraphernalia; any anabolic steroids; any prescription or patent drug or other medication; any non-prescription drug or medications; any mood altering substance; any mind altering substance; and/or, any inhalant except those for which permission for use at CSL or at CSL sponsored events has been granted pursuant to Board policy. “Drug Paraphernalia” shall mean any equipment, product or material of any kind which is used, intended for use or designed for use in preparation, testing, packaging, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body any drug or look-alike substance.

A. Policy – If there is a noticeable smell of alcohol or drugs on a student, or the student displays symptoms of being high or drunk, or if the student is in possession of drugs or drug paraphernalia, at school, or a school-sponsored event or on school transportation, the student will be taken to the Main Office immediately. The student will be suspended in accordance with the Code of Conduct Levels listed below in Section XII, and an informal hearing held in order to determine if additional disciplinary action or a recommendation for expulsion is appropriate.

### B. Student Medication

1. State law prohibits the school from dispensing both prescription and non-prescription medication by the School Nurse without appropriate parental permission for non-prescription drugs and both parental permission and medical prescription with dosage instructions for prescription medication.

## CSL Student Code of Conduct

2. Students taking non-prescription medication must have a signed note from parent/guardian allowing the School Nurse to dispense.
3. Students taking medication prescribed by a doctor must provide the School Nurse with appropriate parental permission and a medical prescription with dosage instructions and arrange to take the medication in the Nurse's office so that a record of administration of medication can be maintained.

**VI. Vandalism** – Vandalism is willful destruction or damaging of property belonging to another CSL student, to staff or the School. In accordance with the Code of Conduct, students who commit an act of vandalism will be suspended, and will have to pay for the damages that they caused. Vandalism that exceeds \$50.00 will be reported to the police.

**VII. Endangering Acts** – An endangering act is one which poses a direct threat or results in actual physical harm to another person, or the damage, loss or destruction of property.

### A. Threats

1. Students who verbally threaten a person who is employed by CSL or a fellow CSL student will be disciplined in accordance with the Code of Conduct Level of Offenses set forth below in Section XII.
2. Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in a reckless disregard of the risk of causing such terror or inconvenience. Students who make such a threat or carry through with such an act will be will be disciplined in accordance with the Code of Conduct Level of Offenses set forth below in Section XII.

### B. Fighting

1. If students start a fight, they will be disciplined in accordance with the Code of Conduct Level of Offenses set forth below in Section XII.
2. If it cannot be determined which students started a fight, all students involved will be disciplined in accordance with the Code of Conduct Level of Offenses set forth below in Section XII.
3. Administration will contact the police if physical contact was made between students during the fight.

### C. Weapons

1. Weapons are prohibited on school property, at school sponsored events or on school transportation. As used in this policy, the word weapon includes, but is not limited to: firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), rifle, stun guns and BB guns, as well as knives and knife look-alikes, razors or other cutting instruments, chains, martial arts equipment, nunchaku, dangerous chemicals, explosives or devices which may cause a fire or any other tool, instrument or implement capable of inflicting serious bodily injury. In addition, any toy, fakes, play or “pretend” weapons will be in violation of this rule and will be subject to similar consequences.

## CSL Student Code of Conduct

2. Students found in possession of a weapon will be suspended immediately and subject to expulsion in accordance with the Code of Conduct Level of Offenses as set forth below in Section XII. The police will be notified.

### D. False Fire Alarms, Bomb Scares, False 911 Calls

A student causing any of the above will be reported to the Police. School discipline will be imposed in accordance with the Code of Conduct Level of Offenses as set forth below in Section XII.

### E. School Buses

Riding on a bus is a privilege, not a right, that may be revoked for any of the following: fighting; throwing objects; vandalizing bus equipment; smoking; lighting of matches or lighters; drinking; use of profanity; verbal abuse; or other actions that disrupt or distract from the safe operation of the bus. The police will be notified of any misdemeanor or crime committed on school transportation.

### F. Theft

The police will be notified regarding any theft on school grounds, at school sponsored events or on school transportation. Administration will take appropriate disciplinary action in accordance with the Code of Conduct Level of Offenses as set forth below in Section XII.

**VIII. Motor Vehicles** - Students must receive permission (permit) from CSL to drive to school and park at school. Parking permits must be prominently displayed in the motor vehicle. Students may not ride to school with other students unless CSL receives consent from parents/guardians of both the driver and the passenger students.

**IX. Obligations** – If students damage, or fail to return any materials that were issued by CSL to them, they will be given an Obligation form which indicates the price of the missing or damaged article. If obligations are not paid for by the end of the school year, legal process may be filed against student and/or parent/guardian to recover costs of unpaid damages.

**X. Search and Seizure** – CSL staff has the right to search students when there is a reasonable suspicion that the Student has violated or is violating the CSL Code of Conduct and/or state or federal laws. Desks, lockers, and storage spaces which are provided to students without charge are the property of the school. The CEO, 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

## **CSL Student Code of Conduct**

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.

### **XI. Disciplinary Measures**

**A. Physical Force** – Use of corporal punishment is prohibited as a form of discipline but reasonable force may be used by teachers and administration in order to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense and for the protection of persons and property.

**B. Detention** – This takes the form of a student staying before or after school or on Saturday mornings on school grounds with a teacher(s) or administrator(s) for violation of classroom rules or Code of Conduct.

**C. Suspension** – An out of school suspension acts to exclude a student from attending school for a school day or longer. Every effort will be made to notify the parent or guardian regarding the suspension. A letter will be sent home immediately notifying the parents of the suspension. An informal hearing will be scheduled for the staff and parents to meet regarding a suspension which exceeds 3 days in length.

**D. Expulsion** – At an informal hearing, the administrator may discuss with parents his/her possible recommendation to expel to the Board of Trustees which would require a formal hearing before the Board of Trustees for the purpose of ruling on a recommendation for an expulsion.

### **XII. 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.

## CSL Student Code of Conduct

### Level 1

CEO, Principal or designee may recommend 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 or 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. Unauthorized 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 direct.
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.

### Level 2

CEO, Principal or designee may recommend out-of-school 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. Creation or possession of violent writing, pictures or articles.\*
11. 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

## CSL Student Code of Conduct

### Level 3

CEO, 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

CEO, Principal or designee may recommend up to permanent expulsion, and will call for 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 to any type of firearm, any knife or instrument with a blade, metal pipes, sharpened instruments, 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.

## **CSL Student Code of Conduct**

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.

### **XIII. 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 CEO or Principal.
3. The school recommends that any information that users consider sensitive or vulnerable not be transmitted through email.
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. No personal devices are permitted for use with school computers.

#### **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.

## CSL Student Code of Conduct

### **C. Unacceptable Use**

Engaging in any unlawful activity is prohibited including, but not limited to, the following examples:

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.

## CSL Student Code of Conduct

### **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 CEO 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 CSL.**

### **XIV. Discipline of Students with Disabilities**

CSL 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.

## CSL Student Code of Conduct

### XV. Appeal Procedures

#### **Expulsion**

Following the formal hearing, should the parent or guardian disagree with the Board of Trustee's decision to expel, the parent may appeal the decision through filing with the appropriate Common Pleas Court of the Commonwealth of Pennsylvania. If it is alleged that a constitutional issue is involved, the appeal is to the appropriate Federal District Court.

**CSL Student Code of Conduct**

**Parent/Guardian Verification Form**

I have read and understand the CSL Code of Conduct. I understand that this code is a guide for behavior at CSL and that it outlines general restrictions and consequences. I may contact CSL to discuss the Code or any portions of the Code in detail.

Name of Parent/Guardian: \_\_\_\_\_

I have reviewed this Code of Conduct with my son/daughter:

Parent/Guardian Signature: \_\_\_\_\_ date \_\_\_\_\_

Name of Student: \_\_\_\_\_ grade \_\_\_\_\_

I have read the CSL Code of Conduct and I agree to follow it. I understand that the rules are in place so that I can learn in a safe and organized school and I am aware of what is expected of me. I agree to follow the Code of Conduct:

Student Signature: \_\_\_\_\_ date \_\_\_\_\_