

WISSAHICKON CHARTER SCHOOL
Student Code of Conduct
2016-2017 School Year

**WISSAHICKON CHARTER SCHOOL
BOARD OF TRUSTEES
2016-2017**

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**SCHEDULE OF BOARD OF TRUSTEES MEETINGS
2016-2017 School Year**

Tuesday, September 20

Tuesday, October 18(Fernhill Campus)

Tuesday, November 15

Tuesday, December 13

Tuesday, February 7(Fernhill Campus)

Tuesday, March 21

Tuesday, April 18

Tuesday, May 16

All meetings are held at Wissahickon Charter School Awbury Campus,
815 E. Washington Lane, at 6:30 pm.
Fernhill Campus is located at 4700 G Wissahickon Avenue, 19144

WISSAHICKON CHARTER SCHOOL CALENDAR 2016-2017

Please keep this schedule posted for your convenience as our schedule can differ significantly from the School District of Philadelphia.

August 24-25, 2016 New staff only, Professional Development□
August 26-August 31, 2016: All staff, Professional Development□
September 1, 2016 School Closed
September 2, 2016: First Day of School for Grades 1-8□
September 5, 2016: Labor Day – Administrative Offices and School Closed
September 9, 2016: First Day of Kindergarten
September 23, 2016: 12:45 PM Dismissal for Professional Development
October 3, 2016: Rosh Hashanah—Administrative Offices and School Closed
October 10, 2016: Columbus Day—SCHOOL IS OPEN□
October 12, 2016: Yom Kippur—School Closed□
October 14, 2016: 12:45 PM Dismissal for Professional Development
October 28, 2016: 12:45 PM Dismissal for Professional Development
□November 11, 2016: Veterans Day—Administrative Offices and School Closed□
November 21, 2016: Last Day of First Trimester —SCHOOL IS OPEN□
November 22, 2016: Staff Only—Professional Development Day□
November 23-25, 2016: Thanksgiving Holiday—Admin. Offices and School Closed
December 7-9, 2016: Report Card Conferences, 12:45 PM Dismissal
December 16, 2016: 12:45 PM Dismissal for Professional Development
□December 22, 2016-January 2, 2017: Winter Recess—Admin. Offices and School Closed
January 3, 2017: Staff Only—Professional Development□
January 4, 2017: Student’s Return from Winter Recess□
January 13, 2017: 12:45 PM Dismissal for Professional Development□
January 16, 2017: Dr. Martin Luther King Day—Admin. Offices and School Closed
February 3, 2017: 12:45 PM Dismissal for Professional Development□
February 17, 2017: 12:45 PM Dismissal for Professional Development□
February 20, 2017: President’s Day—Admin. Offices and School Closed
□February 21, 2017: Flex Day—School Closed unless 3 or more snow days before 2/21/17
March 9, 2017: End of Second Trimester—SCHOOL IS OPEN□
March 10, 2017: Staff Only—Professional Development Day□
March 17, 2017: 12:45 PM Dismissal for Professional Development□
March 22-24, 2017: Report Card Conferences, 12:45 PM Dismissal□
April 10-14, 2017: Spring Break□ —School Closed
May 5, 2017: 12:45 PM Dismissal for Professional Development
□May 19, 2017: 12:45 PM Dismissal for Professional Development□
May 29, 2017: Memorial Day—Admin. Offices and School Closed□

June 2, 2017: 12:45 PM Dismissal for Professional Development
June 15, 2017: 12:45 PM Dismissal for Professional Development
June 16, 2017: Last Day for Students, 12:45 PM Dismissal for Professional Development
June 20, 2017: Last Day for Staff

Religious Holidays

Students who are absent to observe a religious holiday will be given an excused absence. Staff who wish to observe a religious holiday when school is open are invited to take a personal day.

MISSION STATEMENT

Policy Statement

Wissahickon Charter School (“Wissahickon”) is committed to creating a safe, positive learning environment for all of our students, staff, parents, and community partners. Wissahickon will work to assure that all students and staff are well motivated, fully aware of their potential and dedicated to lifelong learning as competent and productive human beings. Wissahickon believes that all children can learn in a safe environment.

With everyone’s commitment to this Code, we can all create a proper learning environment at Wissahickon Charter School.

Purpose of the Code

Wissahickon has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to clearly state our standards for acceptable conduct of students. This Code also explains the consequences of not meeting these standards. This Code establishes a zero tolerance policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. Wissahickon does not permit corporal punishment.

This Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between Wissahickon and the students, and may be amended at any time. It is a place for Wissahickon to explain certain policies applicable to students.

Scope of Student Code of Conduct

This Code of Conduct applies to conduct of Wissahickon Charter School students that occurs:

- During such times as they are under the supervision of the school, including the time they are in attendance at Wissahickon Charter School as well as the time necessarily spent in coming to and returning from school;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; or (ii) substantially and materially disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the Charter School or District of ownership, or on public transportation.

Rights and Responsibilities—Parent and School Compact

The school and community of Wissahickon Charter School believe that it is only through the cooperation of the parents and school that children develop their full potential. In light of this, the school and parents will work cooperatively to provide for the successful education of their children as follows:

The Parent/Guardian Agrees to:

- Become involved in developing, implementing, evaluating and revising the school/parent-involvement policy.
- Use or ask for assistance that Wissahickon provides on child development and teaching and learning methods as needed.
- Work with our child/children on their school assignments and to:
 - Ask them what they learned about that day
 - Encourage them to share their successes and their frustration
 - Provide assistance if necessary
 - Encourage them to read, write, and practice their work daily
- Monitor our child/children's:
 - Attendance at school
 - Homework
 - Television watching
 - Computer and video game usage
- Share the responsibility for improved student achievement by:
 - Documenting daily reading with their child
 - Providing a quiet place for homework
 - Setting aside a specific time for homework
 - Assisting with homework as necessary
 - Encouraging positive attitudes toward school
 - Requiring regular school attendance
 - Giving the child the necessary supplies to do school work
- Communicate with our child/children's teachers about their educational needs.

- Ask parents and parent groups to provide information from the school on what type of training or assistance they would like and/or need to help them be more effective with their child/children in the educational process.
- Provide a healthy and safe environment.
- Volunteer in school and to attend school meetings.
- Encourage students to find activities that promote citizenship, work ethic and healthy lifestyles.
- Respect cultural, racial and ethnic differences.

The Student Agrees

- Encourage parents to become a part of the student's educational experience.
- Question, in the appropriate way and at the appropriate time, those parts of learning that are not understood.
- Take home materials and information needed to complete all assignments.
- Complete homework in a thorough, legible and timely manner.
- Return homework on time.
- Respect the personal rights and property of others.
- Respect cultural, racial and ethnic differences.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist Wissahickon Charter School staff in operating a safe school for the students enrolled therein.
- Comply with federal, state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Report accurately in student media.
- Not use obscene language in student media or on school premises.

Parent Rights and Responsibilities

1. Enrollment

a. *Right*

Parents have the right to enroll their children in Wissahickon Charter School, regardless of their district of residence, within the enrollment guidelines established by the Board of Trustees. Enrollment may not be denied on the basis of race, color, sex, sexual orientation, gender identity, religion, national

origin, ancestry, physical handicap or marital status.

b. *Responsibility*

Parents have the responsibility to ensure that their children who are enrolled Wissahickon Charter School attend school regularly, on time, and for the entire school day in accordance with state law and the policies set forth by the Board of Trustees.

2. *Progress*

a. *Right*

Parents have the right to receive regular official reports of their children's academic progress, through both written and oral communication.

b. *Responsibility*

Parents have the responsibility to assist Wissahickon Charter School and their children in achieving their academic potential, including planning a time and place for completing homework, ensuring the completion of assignments that are missed, and providing the necessary supervision while their children complete assignments. In addition, parents have the responsibility to attend and participate in all parent-teacher conferences.

3. *Language Preference*

a. *Right*

Parents have the right to receive any oral and written communication Wissahickon Charter School in the language used by the family in the home. This right includes the right to have a translator present at any disciplinary proceedings commenced against their child.

b. *Responsibility*

Parents have the responsibility to inform Wissahickon Charter School when they need to receive oral and written communications in a language other than English. This responsibility includes the responsibility to notify Wissahickon Charter School if a translator will be necessary at any disciplinary proceedings commenced against their child.

4. *Enforcement*

a. *Right*

Parents have the right to ensure that the provisions of this Code of Conduct are applied reasonably and fairly with respect to their children.

b. *Responsibility*

Parents have the responsibility to understand the rules set forth in this Code of Conduct and to discuss expected behavior with their children, as well as to inform the Administration and/or Board of Trustees of their concerns regarding the application of this Code of Conduct to their children in a calm and reasoned manner.

Student Rights and Responsibilities

1. Education

a. Right

Students have the right to a public education, unimpaired on account of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap or marital status.

b. Responsibility

Students have the responsibility to avoid actions or activities that interfere with other students' rights to an unimpaired public education.

2. Learning Environment

a. Right

Students have the right to an orderly school and classroom environment that will promote learning for all students.

b. Responsibility

Students have the responsibility to ensure that their actions do not disrupt the school or classroom environment or school activities.

3. Expression

a. Right

Students have the right to express themselves in speech, writing and/or expression within the boundaries defined by federal and state law, and the policies established by Wissahickon Charter School. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

b. Responsibility

Students have the responsibility to ensure that their expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate federal or state law, or the policies established by Wissahickon Charter School.

4. Possession and Distribution of Literature

a. Right

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the Wissahickon Charter School.

b. Responsibility

Students have the responsibility to be aware of the feelings and opinions of

others and to give others a fair opportunity to express their views. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to ensure that the literature they possess or distribute does not infringe upon the rights of others, and does not contain offensive language of a religious, racial or ethnic nature, or language that may be construed as harassing or obscene. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. Students must submit to the Administration for prior approval a copy of materials to be displayed, posted or distributed on school property. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

- i. Bulletin boards must conform to the following:
 1. The Administration may restrict the use of certain bulletin boards.
 2. Designated bulletin board space will be provided for the use of students or student organizations.
 3. The Administration requires that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- ii. School newspapers and publications must conform to the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval lapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

- iii. The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions of federal and state laws.
- iv. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- v. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students. The place of the activity may be restricted to permit the normal flow of traffic within the school and exterior doors.

5. Religion

a. Right

Students have the right to their own beliefs and the exercise of those beliefs to the extent that the exercise of those beliefs is consistent with state and federal laws.

b. Responsibility

Students have the responsibility to ensure that the exercise of religious freedom does not infringe upon the Constitutional rights and freedom of religious expression of others.

6. Search and Seizure

a. Right

Students have the right to be free from unlawful searches and seizures of their personal property and possessions.

- i. The Administration will adopt reasonable procedures regarding student searches. The School shall notify students and their parents/guardians of the procedures regarding student searches.
- ii. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- iii. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains material that pose a threat to the health, welfare or safety of the students in the school, student lockers may be searched without prior warning.
- iv. When school authorities have reasonable suspicion that materials that pose a threat to the health, welfare or safety of students or the school community are in the possession of a student or contained within a student's belongings, school authorities may search the student's person and/or belongings to the extent that such a search is permitted by applicable state and federal laws.

b. Responsibility

Students have the responsibility to not possess materials, objects, implements and/or instruments that are prohibited by federal, state and/or local law or that may be disruptive or otherwise in violation of Wissahickon Charter School's Rules.

7. Peaceful Assembly

a. Right

Students have the right to peaceful assembly.

b. Responsibility

Students have the responsibility to secure approval for use of school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that assembly does not disrupt the educational process. Lack of adequate supervision shall be grounds for disapproval of the assembly.

8. Transportation

a. Right

Students have a right to safe and orderly transportation to and from school or a school activity when transportation is provided.

b. Responsibility

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere; to refrain from conduct which may cause a hazard to themselves, their fellow students, or to the public; and to refrain from violating federal, state and/or local laws, or school policy regarding transportation. Students who fail to fulfill their responsibility may relinquish their right to transportation.

ATTENDANCE

Absences

On any day that a student is going to be absent because of an illness or for any other reason, the parent/guardian must telephone the school office before 8:30 a.m. with the child's name, grade and reason for the absence. Your call will be recorded on an answering machine or handled directly by a secretary. Please call the school office each day the student is absent.

It is the responsibility of the parent/guardian to make arrangements with the teacher(s) for the completion of all missed schoolwork. School assignments missed during the student's absence should be obtained from the teacher by notifying the teacher or Director.

Participation in class and in the school community as a whole is an essential component of a Wissahickon Charter School education. Daily attendance is the foundation upon which students' successful mastery of class materials is based.

Frequent absences from class affect the student's ability to learn and the teacher's opportunity to teach. As a result, the student's grades and social interactions may suffer.

Individual attendance and lateness figures are recorded on a student's official transcript, which is maintained in confidential office files. In the event that students graduate or transfer to another school, this information will be forwarded and may affect admission decisions.

Within **three** school days upon returning to school after an absence, students are to present a note to the school office containing the **dates of absence, the reason for the absence, and a parent/guardian signature with a contact number**. Absences for reasons of illness, funeral, medical and dental appointments, and religious observance or court appearances will be considered excused. Students who are absent more than 10 days or 3 consecutive days due to illness are required to bring a doctor's note for verification. Failure to do so may result in the absences becoming unexcused. Family trips/vacations are considered unexcused absences unless previously approved by the administration.

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that the Administration may excuse a student for temporary absences when he/she receives satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence.

Truancy

Pennsylvania Department of Education Truancy Elimination Plan defines truancy as any absence from school or from any scheduled class without a written explanation or acceptable reason. This also includes any student who leaves class without the permission

of the teacher. Unexplained and unexcused absences are recorded as truantries. The Charter School Law and the PA State School Code requires the charter school to inform the Charter School District whenever the student has three (3) days of unexcused absence during the school year. The School District is responsible under the Pennsylvania School Code to bring action against parents or students who have violated the compulsory attendance laws. Penalties include the imposition of a fine, completion of parenting education programs and community service, and/or jail time.

Students are considered truant if they are not in school or class, unless their absence has been excused. The charter school notifies parents in writing of unlawful attendance violations, dates and potential consequences. The School is willing to meet with families in a collaborative effort to establish a Truancy Elimination Plan. Once an Official Notice of Child's Illegal Absence letter is issued, the charter school will report additional violations to the student's home school district of residence. Without further notice to the family, the home school district will file a citation for each offense with the local District Court. A student who has accumulated 3 unexcused/unlawful absences (or the equivalent) may also be referred to Truancy Court or Childline, per state law and PDE guidelines.

The Truancy Elimination Plan (TEP) is developed cooperatively with involved stakeholders through a school-family conference, which is required upon the school's notice to the student's parent/guardian upon the third unexcused absence.

Pursuant to Chapter 11.24 of Title 22 of the Pennsylvania Code, students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs: (1) The district has been provided with evidence that absence may be legally excused; (2) Compulsory attendance prosecution has been or is being pursued.

The following conditions are considered to constitute reasonable cause for absence from school:

1. **Serious Injury to or Death in the 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:** A note from the medical professional is required to consider this absence as excused.
3. **Personal Illness or Injury:** A note from a medical professional is required.
4. **Quarantine:** An absence that is ordered by the local health office or State Board of Health.
5. **Court or Administrative Proceedings**
6. **Observance of a Religious Holiday:** If the religious tenets to which the student and/or his/her family adhere require observance of the holiday.
7. **Out of School Suspensions**

8. Other Absences Approved by the Administration

To the extent required by law, no student excused due to observance of a religious holiday shall be deprived of an award, eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

The office will contact students who have a pattern of excessive excused or unexcused absences. Wissahickon Charter School will make every effort to work with the parent/guardian/student to reduce absences. Please be advised, however, that Wissahickon Charter School is required to report three days of unexcused absences to the child's school district of residence. The school district of residence may proceed with compulsory attendance prosecution against the parent and/or student, which may include fines and/or other penalties.

Additionally, Pennsylvania Law requires that students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

- The school has been provided with evidence that absence may be legally excused, or
- Compulsory attendance prosecution has been or is being pursued

Please be aware that calling your child out of school, or sending a note, does not mean the absence is excused.

Tardiness

The Board of Trustees and Administration of Wissahickon embrace the philosophy that students are expected to be on time for school everyday. Daily attendance will be taken at 8:26 AM in the student's first period class. If a student is not in his or her first period class at 8:26 AM, he or she will be considered tardy to school regardless of the time of entry into the building. When late, the child must report to the main office, through the main school entrance and obtain a late slip, which they must present to his/her classroom teacher.

Punctuality at school is an extremely important part of each student's education and has carry-over implications for later life. Tardiness is a major factor in a student's lack of progress in school. Once a student falls behind classmates, because of tardiness, it is difficult to catch up and quite often a student will develop a dislike for school, develop behavior problems and a lower self-concept. Something important happens each period, each day. It is important that all students are at school on time.

Early Dismissals

Early dismissals may be requested for funerals, medical appointments, and court appearances. Early dismissals are strongly discouraged. Such requests must be made no

later than the morning of the requested early dismissal. Students are to present a note to the school office listing the date, time and reason for dismissal, and including a legal custodial signature with a phone number to confirm the early dismissal. If the office is unable to contact the parent in person or by telephone to confirm the early dismissal on the date of the dismissal, the student will not be permitted to leave the building. At the time of dismissal, the student must report to the front office to sign out of the building. The child must be signed in and out of school by the parent/guardian. No child is ever dismissed from school without the parent/guardian present. Verbal dismissals (by phone) and emails will not be permitted at Wissahickon. In the event that school is still in session after the appointment, the child is required to return to school.

Illness During School Hours

- It is the responsibility of the parent and/or guardian to ensure that a child attends school in good health and prepared to learn. Lingered illnesses should be treated by a doctor.
- If a child becomes ill during the course of the school day, he/she reports to the nurse's office.
- If the child must be sent home, the parent or guardian will be called and is expected to come to school to pick up the sick child.
- It is imperative that all health information and records are current. Please contact the school nurse at 267-338-1020 if there are any changes in your child's health that must be addressed immediately.
- ***It is imperative that emergency records are kept up to date so that a responsible adult can be reached at all times.***

Educational Leave of Absence Policy

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. The formal request must be made to the Administration 30 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. Planned absences that shorten the school year by coinciding with either the beginning or the end of the Wissahickon extended school year are not permitted. Educational leaves of absence will only be approved for up to ten days.

Lockers

Each Middle School student is assigned a locker and s/he is responsible for that locker only. Such lockers, shelves or cabinets remain the property of Wissahickon Charter School at all times. Any student tampering with a locker other than his/her own is subject to serious disciplinary action. A student is never permitted to trade lockers or locks with another student, nor is s/he permitted to occupy an unused locker. Lockers may be used before class in the morning, at teacher's discretion and after the student's last class. Unfortunately, lockers are not absolutely safe and the following suggestions should be heeded:

- Valuable items should not be stored in them.
- Students should not give combinations to other students, no matter how good the friend.
- Make sure the locker doors are completely shut and the lock is secured.
- Jackets and coats should be marked discreetly so they can be identified.

Search And Seizure

The Board of Trustees acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. Lockers, shelves or cabinets may be provided. The Board of Trustees reserves the right to authorize the Administration or designee to inspect a student's storage space when such has a reasonable suspicion to believe that the storage space is improperly used for the storage of contraband, a substance or object the possession of which is illegal or any material which poses a hazard to the safety, sanitation and good order of the school.

A student's person and possessions may be searched by the Administration provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school.

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

Guidelines and Consequences for Student Behavior

To foster a positive school culture at Wissahickon Charter School, priority will be placed on modeling and actively teaching positive behaviors such as cooperation, assertion, respect, empathy, challenges, kind and respectful communication, curiosity, self control and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at Wissahickon Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of Wissahickon Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of Wissahickon Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

Wissahickon Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

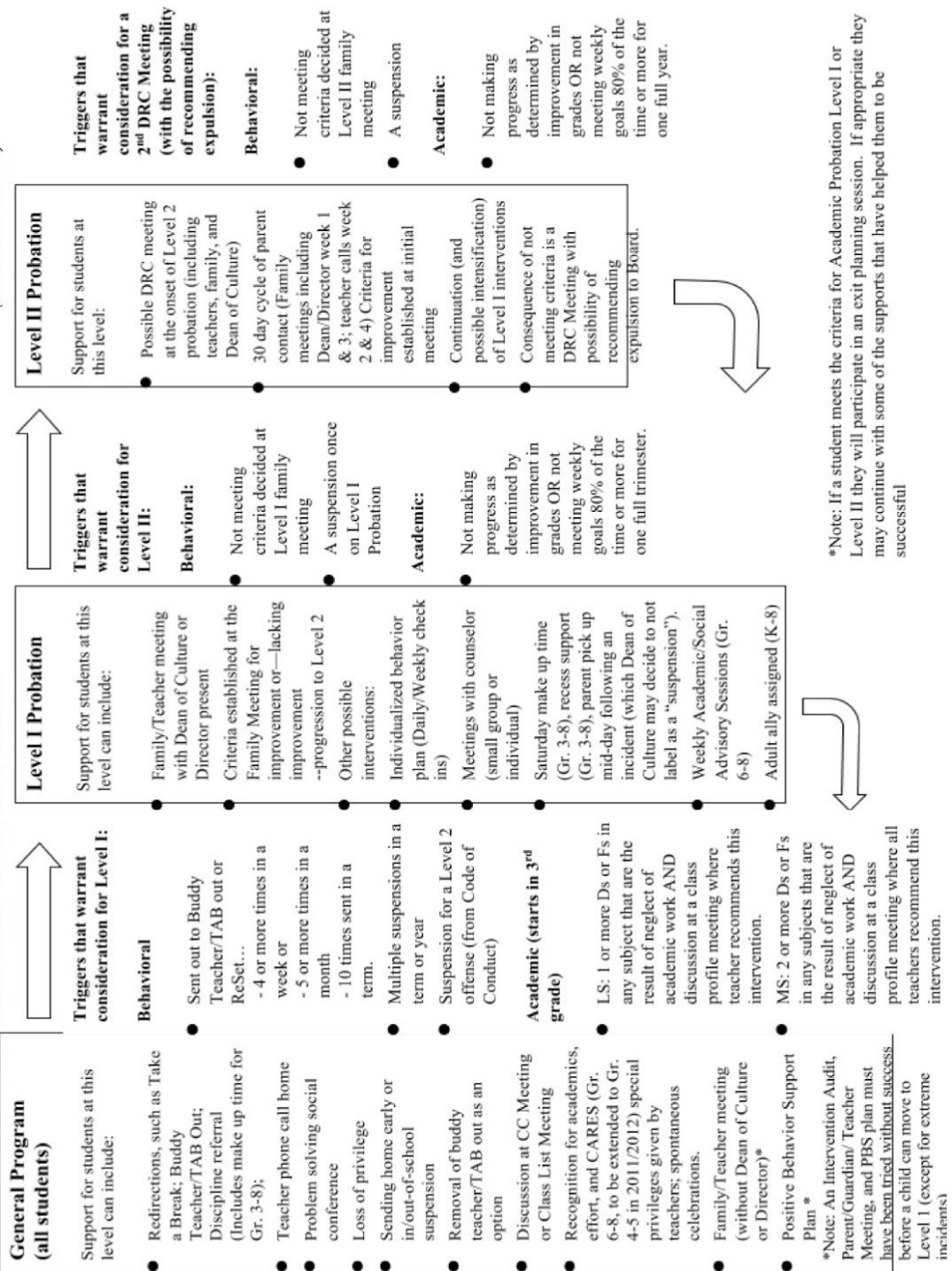
Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing make-up time, Saturday school, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Student Accountability Plan Flow Chart -- PARENT VERSION

(Last revised 10.10.14)



Level I Rules

Various means may be used by school personnel on a case-by-case basis to discourage violations of Level I Rules (see means described above).

Rule 1 No student may disrupt the school or the learning environment.

- Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct, which disrupts any school-sponsored or school-related educational program or activity.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Disobedience
 2. Disrespect
 3. Dishonesty
 4. Failure to follow established school rules
 5. Failure to attend class or late arrival to class without a valid excuse
 6. Failure to comply with the established dress code
 7. Failure to comply with the established attendance policy
 8. Loitering and/or failure to provide identification upon request
 9. Possession or use of beepers, pagers, cell phones, walkman, iPod, MP3 players, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
 10. Running or making of excessive noise in the school building
 11. Lying to school authority
 12. Failure to follow established classroom rules

Rule 2 No student shall use offensive language.

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she

sends or forwards any offensive, sexually oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.

- A student will be considered to have violated this Rule if he/she wears or displays any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang.

Rule 3 Students shall maintain good records of attendance.

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Excessive unexcused absence (i.e. three or more)
 2. Excessive unexcused lateness or tardiness (i.e. three or more)
 3. Missing a class without a valid excuse
 4. Truancy

Rule 4 Students shall maintain the highest standards of academic honesty and integrity.

- A student will be considered to have violated this Rule if he/she forges any paper, report, test or notes, or engages in any other type of cheating and/or copying of the work of another student.
- A student will be considered to have violated this Rule if he/she plagiarizes any publication or paraphrases any publication without appropriate citation.

Rule 5 Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.

Rule 6 Students shall not engage in gambling, or take or place bets on chance for personal benefit.

Rule 7 Students shall not engage in improper use of technology.

- Students shall respect the computer privileges granted to them and shall comply with Wissahickon Charter School's Acceptable Use Policy whenever they use Wissahickon Charter School's computers, equipment, network system or any other technology owned by or

licensed through Wissahickon Charter School.

- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Giving his/her password to another individual
 2. Using another's password
 3. Illegally downloading copyrighted material from the internet
 4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
 5. Harming, damaging or disrupting hardware and/or software
 6. Harming or destroying the data of another person or student
 7. Harming or destroying the internet or other school networks
 8. Purposely or recklessly creating, downloading, or uploading a computer virus
 9. Breaking into or hacking into other files or systems
 10. Accessing and/or altering school records, information or files without express permission
 11. Conducting any business enterprise
 12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in Wissahickon Charter School's Computer Resources.

Rule 8 Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.

- A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to Wissahickon Charter School.
- A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or any property leased or licensed to Wissahickon Charter School, or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.
- A student will be considered to have violated this Rule if he/she attempts to pass or solicit counterfeit money or to make counterfeit

money.

- A student will be considered to have violated this Rule if he/she attempts to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

Rule 9 Students shall not cause or attempt to cause physical injury to any member of the school community.

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Physical contact by pushing, punching, shoving, slapping or hitting
 2. Physical contact by kicking
 3. Throwing any object that may cause injury to another at any member of the school community
 4. Biting
 5. Spitting
 6. Roughhousing or horseplay

Rule 10 Students shall not recklessly endanger any member of the school community.

- Students shall not act in any manner, which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.

Rule 11 Students shall not falsely activate any fire alarm, security system, smoke detector or any other device, which may cause disruption of the school community, fear or panic.

- Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of Wissahickon Charter School's building(s) will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

Rule 12 **Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased or licensed to Wissahickon Charter School, or while at any school-sponsored or school-related activity or event.**

Rule 13 **Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.**

Continual threats, harassment, bullying and/or intimidation are considered and treated as Level II offenses.

Level II Rules

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by Wissahickon Charter School. Violations of Level II rules can result in suspension from Wissahickon Charter School. Violations may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days(**Except Rule 14**)

Rule 14 **No student shall engage in repeated violations of this Code.**

- A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.

Rule 15 **Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to Wissahickon Charter School, or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with Wissahickon Charter School's Medications Policy.**

Rule 16 **Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch the genitalia of**

another.

- Rule 17** **Students shall not engage in any activity, which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.**
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Unwelcome sexual advances
 2. Requests for sexual relations and/or favors
 3. Sexual comments
 4. Offensive sexually-oriented gestures, sounds, remarks or comments
 5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, or national origin
 6. Efforts to intimidate or bully
 - Any of the above actions, or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.
- Rule 18** **Students shall not engage in any consensual sexual acts.**
- Rule 19** **Students shall not force or attempt to force any other member of the school community to engage in any sexual act.**
- Rule 20** **Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member or any other employee or agent of Wissahickon Charter School, or any member of the school community.**
- Rule 21** **Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.**
- Rule 22** **Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by Wissahickon Charter School any weapon.**

- For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at Wissahickon Charter School in the event a student violates this Rule:
 1. The student will be detained and, where possible, brought to the office of the COO/CEO or designee;
 2. The incident will be immediately be reported to Police or any other appropriate authority;
 3. The parent/s or guardian/s of the student will be immediately notified;
 4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

A Serious Incident Report will be filed and should contain: Circumstances of possession and discovery of the weapon; Action taken by Police or other authority in response to the call for assistance; Action taken by Wissahickon Charter School, including details of contact with parent/s or guardian/s, filing of the report and notice to Police or other authority; An image of the weapon; A report to the Pennsylvania Department of Education.

Rule 23

Students shall not engage in or attempt to engage in any conduct, which endangers the health, safety or welfare of any other member of the school community.

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to Wissahickon Charter School
 2. Retaliating against any member of the school community who participated in any investigation or proceeding
 3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to Wissahickon Charter School
 4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to Wissahickon Charter School

Disciplinary Action

Make-Up Time: Retaining the student after school hours with the parent and/or student being responsible for transportation of the student at the end of the detention period.

Saturday School: Students attend make-up time for 3 hours on Saturday morning. Parent/students are responsible for transportation to and from Saturday school.

Exclusion

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

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the Administration or person in charge of Wissahickon Charter School.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from Wissahickon Charter School rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth below.

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the board, the parents or guardians shall submit to Wissahickon Charter School written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, Wissahickon Charter School entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act.

(3) If the approved educational program is not complied with, Wissahickon Charter School may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Exclusion from classes—in-school suspension

(a) 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.

(b) Communication to the parents or guardian shall follow the suspension action taken by Wissahickon Charter School.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the head of school shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

Hearings

(a) *General.* 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.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

- (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
- (ii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Discipline of Students with Disabilities

Wissahickon Charter School shall comply with the Individuals with Disabilities Education Improvement Act 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 or 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.

Anti-Discrimination/Anti-Harassment

Students at Wissahickon Charter School have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, sexual orientation, gender identity or presentation, socioeconomic status or beliefs. Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, sex, color, religion, sexual orientation, gender identity or presentation, national origin or disability.

If a student believes he/she is the victim of harassment or discrimination, he/she shall report the alleged harassment or discrimination to their teacher, to an administrator. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees in accordance with the Complaint Policy established by the Board. Wissahickon Charter School and/or the Board of Trustees will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board of Trustees of Wissahickon Charter School.

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.

Security

- Our school building is equipped with security cameras to ensure the safety of all.
- All parents/guardians/visitors are required to sign in and out at the office. No parent/guardian/visitor is permitted in the building without prior approval.
- All volunteers/visitors are required to get a visitors pass to be worn at all times while in the building.
- All volunteers, including parents/guardians who have contact with the students, are required to obtain, at their own expense, State and FBI Criminal History and Child Abuse Background Clearances. These clearances will be held in the school's main office and as otherwise required by law.

Fire Drills

By law, fire drills are required, and are important to ensure the safety of students and staff.

- It is essential that when the signal is given, everyone responds promptly and clears the building as quickly as possible by the prescribed route which is posted in each classroom and office.
- Silence is always observed during the fire drill.
- Classes assemble at the predetermined location.
- Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the designated location.
- Noncompliance with these regulations is a serious infraction and will result in disciplinary action.

Parent/Student Copy

To verify that you have received and reviewed the Wissahickon Charter School Student Code of Conduct and this checklist, **please sign the following statements:**

Student Name: _____ Grade: _____

STUDENT: I have reviewed the Student Code of Conduct with my parent or guardian and understand my responsibilities and agree to abide by school rules.

Student Signature: _____

Date: _____

PARENT/GUARDIAN: I have reviewed the Student Code of Conduct, including the Student Code of Conduct, with my child and understand my child's responsibilities.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Office Copy

To verify that you have received and reviewed the Wissahickon Charter School Student Code of Conduct and this checklist, **please sign the following statements and return to your child's classroom teacher:**

Student Name: _____ Grade: _____

STUDENT: I have reviewed the Student Code of Conduct, with my parent or guardian and understand my responsibilities and agree to abide by school rules.

Student Signature: _____

Date: _____

PARENT/GUARDIAN: I have reviewed the Student Code of Conduct with my child and understand my child's responsibilities.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____