



# Student Code of Conduct

**2017-2018 School Year**

This Student Code of Conduct applies to all situations where school employees have jurisdiction over the students, including, but not limited to, while the students are in the school, on their way to or from the school, on school buses including buses owned and operated by school districts in Pennsylvania, on the school premises, on a field trip, in our Before and After School Care programs, at any extra-curricular activity or at any school sponsored event.

**Important Note: Due to confidentiality requirements, Collegium is unable to provide information regarding a student's disciplinary consequences to other students and/or the families of other students.**

# **Student Rights and Responsibilities**

The following statements summarize student rights and responsibilities. They help explain the relationship between and among students at Collegium Charter School. In exercising their rights, students shall not disrupt the educational process or force upon, endanger, or deny others their rights.

## **Education**

**Right:** Students have the right to a public education, unimpaired because of gender, race, religion, national origin, medical condition, disability, parenthood, marital status, economic status, personal characteristics, sexual orientation, or any reason not related to their individual capabilities.

**Responsibility:** Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with a person's education.

## **Learning Environment**

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

**Responsibility:** Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities. Students have the responsibility to inform a Collegium employee if they become aware that a fellow student is in possession of illegal substances, firearms, weapons or any items that could endanger his/her safety or the safety of others.

## **Expression**

**Right:** Students have the right to express themselves in speech, writing, or symbolism within boundaries of the law and policies of the school.

**Responsibility:** Students have the responsibility to ensure that such expression does not materially and substantially interfere with the educational process, threaten serious harm to the school or community, present health or safety hazards, damage public property, encourage unlawful activity, infringe on the rights of others, or violate the law or school policies.

## **Possession and Distribution of Literature**

**Right:** Students have the right to possess and distribute literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets within the law and school policies. The Principal shall determine the time, place, and manner of distribution.

**Responsibility:** Students have the responsibility to secure approval from the Principal for the distribution of literature prior to the literature being distributed. Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities, infringe on the rights of others, or contain religious, racial, or ethnic slurs. The material must comply with the policies of the school, which prohibits obscenity, harassment, and offensive language.

## **Religion**

**Right:** Students have the right to their own religious beliefs and the exercise of those beliefs.

**Responsibility:** Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' constitutional rights to religious freedom.

## **Privacy**

**Right:** Students have the right to protection from unlawful searches and seizures of their personal possession(s).

**Responsibility:** Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state or local law, or school policy.

## **Peaceful Assembly**

**Right:** Students have the right to peaceful assembly.

**Responsibility:** Students have the responsibility to secure approval for using school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

## **Transportation**

**Right:** Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided by the student's home school district or by Collegium.

**Responsibility:** Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported, to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public, and to refrain from violating federal, state or local laws, and/or school policies.

# **Annual Notice of Special Education Rights/FERPA**

Collegium's *Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities* and the *Notification of Rights under the Family Educational Rights and Privacy Act* are available in Collegium's Main Offices and on the Student Services page of the Collegium website – [www.collegiumcharter.com](http://www.collegiumcharter.com).

## **Behavior Code**

Collegium Charter School has high expectations for all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior. Maintaining good discipline within the school is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with the school staff. Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the Principal or Principal's designee. Our school does not discriminate on the basis of race, gender, economic status, medical/handicapping condition, national origin, or any other personal characteristics in regard to disciplinary actions against students. Rules and regulations apply to school grounds and premises during the following times: before, during, and after school hours; anytime school buildings or grounds are used by a school group; off school grounds at any school function or event; when traveling to and from school, or school function; at bus stops; or at any time or place which may affect an educational function or be associated with the school. Students are expected to maintain the highest standards of academic honesty and integrity. **Violation of this Code may result in expulsion from Collegium Charter School.**

Examples for most rules are provided. The range of consequences for violations accompanies each rule. **The school administrator will determine the level of the consequence based on such factors as the age of the student, number and nature of prior offenses, and the severity of the offense being addressed.**

Should any of these policies conflict with any state or federal law or regulation, the state or federal law or regulation takes precedence.

The school does not permit employees to use corporal punishment (the physical striking of a student, or certain required repetitive activities, as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous objects from students, for the purpose of self-defense, or for the protection of persons.

Depending upon the offense, teachers and/or administrators may use various means in an attempt to influence student behavior including, but not limited to, counseling with the student, assigning detentions, having conferences with parents, assigning extra responsibilities or time in school, placing the student in a "time-out" or in-school suspension room (with adult supervision), assigning community service projects in conjunction with parent input, referral to an intervention team, or removing a child from class (for a day) pending review of the situation. The Principal or Principal's designee may remove the student from the class for more than one (1) day if this consequence would be beneficial in solving the problem. The Principal or Principal's designee may use any of those means, or after conducting an appropriate investigation, may suspend a student for up to 10 days and, in some cases, may recommend a student be placed in an alternative program or expelled. The Principal or Principal's designee also may establish rules and regulations, as long as they are consistent with this Code of Conduct and the policies established by the Board. 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 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 the parties (school officials and parent/guardian).

## **Search and Seizure Policy**

CCS is committed to maintaining a safe and educational environment for its students and employees. To that end, school employees may, in the appropriate circumstances, legally search a student, a student's personal belongings or a student's desk or locker.

The desks and lockers at CCS are the property of CCS. The desks and lockers are loaned to the students. Students are expected to assume full responsibility for the security of their desks and lockers. In the appropriate circumstances, school employees may search a student's desk or locker and seize any illegal or prohibited materials. When warranted, the search may also be conducted by the police. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker or desk search the students shall be notified and given an opportunity to be present. However, when CCS has a reasonable suspicion that the locker or desk contains materials that pose a threat to the health, welfare and safety of students in the school, school lockers and desks may be searched without prior warning. Students may not place locks on lockers or desks without the approval of the CCS administration. Approval for the use of locks shall not be granted unless the administration has been given the key or combination for the lock.

Anything found in the course of a search, which is evidence of a violation of this behavior 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 of the student from whom it was seized; or
4. Turned over to any law enforcement officer.

# Uniform Policy & Dress Code

Collegium Charter School students are required to wear the designated school uniform. Students who arrive in the improper uniform will not be permitted to attend class and will be held in the office or in-school suspension room until parents bring the proper uniform to the school. **All uniform and physical education uniform pieces must originate from the Flynn & O'Hara Uniform Company.** Parents are encouraged to place their child's name on the label of all uniform pieces.

The uniform is a short or long sleeved CCS polo shirt or long-sleeved CCS t-shirt (green for grades K through 6, maroon for grades 7 and 8, and navy for grades 9 through 12) partnered with khaki-colored chino pants, shorts, a skirt, a skort, or a jumper. The approved CCS logo must be included on all uniform tops and the Flynn & O'Hara insignia must be included on all uniform pants. Shorts, skorts, skirts and jumpers, purchased from Flynn and O'Hara but not displaying the Flynn and O'Hara logo on the outside of the uniform piece, are acceptable. During the warm weather months of August, September, May, and June, the CCS physical education uniform t-shirt may be worn in lieu of the polo or button-down shirts on any day, not just a physical education class day.

The CCS physical education uniform is a CCS short or long-sleeved t-shirt, sweatshirt, or "hoodie" sweatshirt paired with CCS mesh shorts or sweatpants. Physical education uniforms are required for all grade levels. Students may wear their physical education uniform for the entire school day during which they have physical education class. Students must wear sneakers on physical education class days. Students who are dressed inappropriately or unsafely, as determined by the Principal or his/her designee, may not participate in physical education class. Other than the physical education t-shirt exception included in the above paragraph and the physical education sweatshirt exception included in the following paragraph, students may only wear physical education uniform pieces on days during which they have physical education class.

The CCS Dress Uniform is a gray flannel pant or skirt, paired with a white blouse/button down shirt and a sweater vest in the appropriate grade level color (green for grades K through 6, maroon for grades 7 and 8, and navy for grades 9 through 12.) The CCS tie must be paired with the white button down shirt. The Dress Uniform is **not** required for everyday wear, and may only be worn when required. Examples include: participating in a school event, representing CCS outside of school, team wear on game day, etc. Groups may require the dress uniform and must provide written notice of the requirement at the start of the activity (season, course, etc.) A group advisor must first get permission from their Principal prior to requiring the dress uniform. If the dress uniform is required, non-CCS dress clothes will not be permitted.

The CCS physical education uniform pullover sweatshirt, the CCS physical education "hoodie" sweatshirt, the CCS button-down cardigan sweater, and the CCS zip-up fleece are permitted to be worn over the uniform pieces. Students wearing the hoodie sweatshirt may not wear their hood up while in the building. The CCS turtleneck (without a logo) may also be worn under a uniform piece with a logo; it may not be worn alone. All pieces must be the style chosen by CCS and must originate from Flynn & O'Hara. No other outdoor coats, jackets, sweaters or sweatshirts may be worn in school once the academic day has started. Shirts worn underneath CCS uniform shirts that are visible must be the same color as the uniform shirt.

A white "Peter-Pan" collared shirt may be worn under a jumper. It may not be worn with pants, shorts, skorts or skirts.

For safety reasons, students may not wear open-toed shoes, open-backed shoes, slippers, sandals or flip-flops. Tights, leggings, or socks that are showing must be either the student's shirt color, white, or black. Leggings that are showing under a uniform must extend to the ankles; no other length is acceptable. Leggings that are showing must conform to the ankles and may not be flared. Items showing must be pattern-free.

Students are expected to maintain a respectable appearance in their uniform. Students must tuck-in their shirts. Students wearing a uniform shirt with a waistband are not required to tuck in their shirt. Pants/shorts, etc. must be worn at the student's waist. Skorts, skirts, and shorts may not be rolled at the waist or leg or in any way modified to give a shortened appearance. Students are expected to maintain the integrity of the uniform. Belts are encouraged, but not required. Uniforms may not be materially changed, however knee patches of the pant color and hemming for proper length are permitted.

If in the opinion of the Principal or his/her designee, a student whose jewelry, attire, accessories, etc. is thought to be unsafe, creating distraction or disruption, or may cause a distraction or disruption, will be instructed to change or remove the offending article.

Inappropriate clothing, jewelry or other attire that may disrupt the classroom is not allowed. Hats, bandanas, sunglasses, and coats or jackets may not be worn inside the school building. Inappropriate clothing may include but is not limited to: clothing with slogans, sayings, or messages that are solicitous, profane, obscene, or advertise such things as alcohol, illegal substances, etc.; improperly revealing apparel; apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial, ethnic, religious slogans or symbols, or symbols

of violence or hatred. Undergarments may not be visible, with the exception of white undershirts at the collar of a shirt. Students who are dressed inappropriately will be asked to change, conceal or remove the offending article.

The CCS Board of Trustees reserves the right to revise the dress code upon a review of emerging trends in student dress and appearance.

## **Attendance Policy**

Attendance during the days and hours which school is in session is required of all Collegium students. The CCS Board of Trustees and the CCS administration expect that the families of all students enrolled in CCS have chosen the school for the strength and challenge of the academic programs offered, and therefore will ensure the student attends school regularly in accordance with the laws of the state of Pennsylvania. Failure to comply will not only interfere with the continuity of the student's education and academic growth, it may result in the loss of academic credit, legal prosecution for truancy as dictated by the state for both parent and child, consequences as outlined in this Code, and/or referral to the Board of Trustees for potential additional consequences.

For the purposes of implementing this policy, CCS considers 3 unexcused tardy arrivals as 1 unlawful absence. For the purposes of implementing this policy, CCS considers 3 unexcused early dismissals as 1 unlawful absence. Therefore, throughout this policy, reference to unexcused/unlawful absence shall be meant to include actual unlawful absences and/or the equivalent accrued from unlawful tardy arrivals and/or unlawful early dismissals.

## **Academic Credit and School Attendance**

In order to earn academic credit for courses taken, students may not have more than 10 absences from class for a semester-long course, or 20 absences from class for a yearlong course. Students exceeding the allotted number of days absent from class may not receive credit for the course, which may affect promotion to the next grade level and/or graduation. If a student's absences exceed the allotted days, the Principal will decide, on a case by case basis, if the course grade remains intact, becomes an automatic failure with no credit for the course being granted or is reported as an incomplete grade with stipulations that must be met before a grade and/or credit can be issued. The decision can be reviewed, first by the CEO, and then by the CCS Board of Trustees, upon written request of the parent/guardian of the student.

## **Academic Day**

Kindergarten through 6<sup>th</sup> Grade: 8:15am to 3:45pm

7<sup>th</sup> through 12<sup>th</sup> Grade: 7:30am to 3:00pm

Students must be present in their homeroom by the start of their academic day.

## **Lawful – Excused Absences/Excused Tardiness/Excused Early Dismissals**

1. Personal illness.
2. A visit to a medical professional. A note from doctor or dentist is required to consider this as excused.
3. Serious illness in the immediate family, those living in the home.
4. Quarantine ordered by a local or State health office. Official documentation is required.
5. Court or administrative proceedings if the student is a party to the action or has been subpoenaed as a witness. Official documentation is required to consider this as excused.
6. Observance of a religious holiday if the religious tenets to which the student adheres require observance of the holiday.
7. Death in the family.
8. Lack of proper immunizations, medical exams or waiver (one day only). Additionally, students may be excluded from school for failing to provide required immunization records. Only one day of absence for the exclusion is excused.
9. Nurse exclusion: For the day the student is sent home for medical reasons. A note must be provided if the absence continues to the next day or subsequent days.
10. Educational opportunities or family trips that are pre-approved in accordance with the Planned Absence section of this policy – see below.
11. Other absences as approved by the Principal or Principal's designee.
12. Out-of-school suspensions. A student who is suspended is absent but counted as an excused absence for reporting purposes.

## **Unlawful – Unexcused Absences/Unexcused Tardiness/Unexcused Early Dismissals**

1. No parent note supplied to the school within two days of the student's return to school providing an acceptable explanation for the absence/tardiness.
2. Student not present in homeroom by the start of school.

3. Missing the bus and/or no transportation to/from school.
4. Lack of proper immunizations or waiver **after** the first day.
5. Lack of proper uniform, without Principal's permission, **after** the first day.
6. Loss of bus privilege or lack of transportation.
7. Family/educational trips, visits, etc. that were not pre-approved or for which approval was not granted.
8. Other reasons not noted as excused.

## **Tardiness**

Students, in kindergarten through 6<sup>th</sup> grade, must be present in their homeroom by 8:15am. Students, in 7<sup>th</sup> through 12<sup>th</sup> grade, must be present in their homeroom by 7:30am. A student is considered tardy if he/she is not present or checked into homeroom by the start time. A student is not counted as tardy if their bus arrives late to CCS. A student who does not attend a minimum of four hours of school will be counted as absent for the full day. If your child is going to be late to school, provide your child with a signed note explaining the reason for being tardy. (See *Notes* section that follows for more information.)

**3 unexcused tardy arrivals = 1 unlawful absence.**

## **Absences**

If your child is going to be absent from school, report your child's absence by 8am by calling Collegium and following the phone prompts to the "sick child mailbox" for your child's building. Leave a message that includes the information requested by the voicemail greeting. If your child will be out of school for several days due to an extended illness, such as the chicken pox, one call, at the start of the absence, is sufficient. When your child returns to school, provide your child with a signed absence excuse note indicating the dates and reason for the absence. (See *Notes* section that follows for more information.)

An absence remains unexcused/unlawful unless the school receives the required note. (See *Notes* section that follows for more information.) Three unexcused/unlawful absences initiates the truancy reporting process. (See *Truancy* section that follows for more information.) Medical absences beyond 3 consecutive days, that are not planned absences (see *Planned Absences* section that follows for more information), require a medical note from a physician's office to be excused. Ten days of cumulative absence during a school year is the maximum number of days that CCS will excuse upon receipt of a parent note. All absences beyond the 10<sup>th</sup> in a school year will require a medical note from a physician's office to be excused. When this is required, parents will be notified in writing by the school. Failure to comply by providing the required medical note from a physician's office will result in all subsequent absences for which the required notes are not received remaining unlawful and reportable as truant. (See *Truancy* section that follows for more information.) Chronic illness may be documented by a medical doctor and submitted to the school health professional to review for exemption from securing a separate medical excuse for each absence exceeding the 10 allowed to be excused with a parent note. If authorized, a parent note is still required for each incident of absence. The parent note must reference, as the reason for the absence, the chronic illness documented and on file in the CCS health office. To be considered valid, all medical notes must, in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

## **Planned Absences**

Planned absences are absences from school for any reason that could reasonably be known in advance of the absence occurring, including but not limited to: family trips, religious instruction (up to 36 hours per school year), religious observation, college visits, student conferences, medical procedures, etc. CCS students may be excused from school attendance for planned absences, provided approval for the absences is obtained at least two weeks in advance by the Principal. Lengthy absences may result in the loss of academic credit, as planned absences tally toward the allotted days that may be missed in order to earn credit. (See the *Academic Credit* section above.)

Parents must submit the official Request for Approval of Planned Absences form to the appropriate Principal no less than two weeks prior to the first date of absence or the request may be denied. Forms for approval will not be accepted after the travel dates. The forms are available in the CCS Main Offices and on the CCS website – [www.collegiumcharter.com](http://www.collegiumcharter.com). Attendance, academic and behavior records, along with the reason for the planned absence will be reviewed for each planned absence request. Up to 10 days per school year will be considered for planned absences, with the exception of medical procedures if deemed necessary by a medical professional. Should a student's planned absence extend beyond the approved time, each additional day will be classified as unlawful and/or unexcused. There will be no planned absences approved during the first two weeks of school, with the exception of medical procedures if deemed necessary by a medical professional. Students will not be excused from school on dates when standardized testing or mid-term/final exams are scheduled, with the exception of medical procedures if deemed necessary by a medical professional. Families with multiple children at CCS should use a separate request form for each child when requesting absences for the same dates. If one child is determined ineligible, siblings may also be deemed ineligible. Parents will be informed in writing when the dates requested are approved or the reason(s) the request is denied. Pre-planned absences that were requested and not approved, and for which the student does not attend school are unlawful/unexcused absences and subject to truancy reporting. Additionally, if the absence(s) is

unexcused, make up work, test and quiz grades will be reduced by 10%. Notes/Request for Approval forms will not be accepted after a planned but unapproved absence occurs and the days will be unexcused. All missed schoolwork must be completed and handed in upon a student's return to school. Due dates will be determined on a case-by-case basis for pre-planned medical absences.

## **Early Dismissal from School**

Parents requesting an early dismissal from school must send a note to be handed in during homeroom on the morning of the early dismissal. Phone calls/emails are not accepted. A student's regular dismissal routine will not be changed unless written notification is provided to the school on the morning of the change. This allows for appropriate planning with minimal disruption. Appropriate reasons for early dismissal are the same as those for a lawful absence. A student who does not attend for a minimum of four hours of school will be counted as absent for the full day. Students sent home by the school nurse are excused for that day only. Subsequent absences require a note upon return to school. Students leaving for appointments must provide a note from a medical professional upon their return to school. The note is needed regardless of whether the student returns to school on the same day or the next day. Parents/guardians or those authorized by a parent/guardian to pick-up a student should be prepared to show photo identification to verify their identity.

## **Notes**

Parents must send a signed note with their child when he/she arrives tardy to school, requires an early dismissal, or returns to school from an absence. Failure to provide a timely excuse note will result in unlawful attendance violations subject to truancy reporting. (See *Truancy* section that follows.) Parents must still send in the note, even if they called to report their child absent. Absence, tardy, and early dismissal notes must list the date(s), provide a reason, and be signed by a parent/guardian. Dismissal notes must also indicate a pick-up time and include the name of the person picking up the student. Absence and tardy notes must be received by the second day following a return to school in order to be accepted. Students' absent/tardy/dismitted early due to an appointment (medical, dental, legal, etc.) must provide a note from the professional's office documenting the date(s)/time necessary to be absent from school for it to be considered excused/lawful. Notes must be presented to the attendance office. As an example, references to an absence written in a student's assignment book, or as part of an email to a teacher will not be accepted in lieu of an absence excuse note. The sending of the note itself doesn't excuse absence, late arrival or early dismissal from class or school. The Principal or his/her designee will make the determination. Valid reasons are those listed above, classified as Lawful/Excused or Unlawful/Unexcused. Notes may be faxed to the school to the attention of the attendance office. Emails cannot be accepted. To be considered valid, all medical notes must, in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

## **Make Up Work**

Students are required to make up all missed work resulting from planned absences, excused and unexcused absences, late arrivals and early dismissal to ensure they do not fall behind in their academic work. Making up work is not viewed as an alternative for the direct instruction received by attending classes for the purpose of earning academic credit. (See *Academic Credit* section above.) Students may receive assignments during an absence. The time frame for completing make up work shall be one day for each day of absence. Students should be prepared to take missed tests/quizzes, etc. upon returning to school, at the teacher's discretion. Students turning in work late will be subject to their individual teacher's late-work policies. Students that do not turn in work or make up assignments will receive a zero. If the absence is unexcused, make up work, test and quiz grades will be reduced by 10%. Late arrivals and early dismissals are viewed as absences with respect to makeup work.

Requests from parents for teachers to provide assignments during an absence must be made to the Main Office by 10am on the day of the absence. Requests received by 10am will be filled to the best of the teachers' abilities by 3:30pm (grades 7 to 12) and 4pm (grades K to 6) and available for pick up in the Main Office. As teachers may not have time to respond, requests received after 10am cannot be accommodated for same day pickup and instead will be prepared for a 3:30/4pm pickup on the following day. However, parents are invited to contact the school after 3:30/4pm to see if the assignments were able to be readied on the requested day.

For planned absences, it is the responsibility of the parent/guardian (grades K to 6) and the student (grades 7 to 12) to contact teachers a minimum of one week in advance of the absence to request assignments that will be missed. All work must be submitted to the teacher upon the student's return to school or be subject to the teacher's late-work policies. Students should be prepared to take missed tests/quizzes, etc. upon returning to school, at the teacher's discretion. Grades for make-up work, tests, quizzes, etc. from planned absences not approved by the Principal will be reduced by 10%.

## **Truancy** *(this section updated and approved by Board of Trustees, August 17, 2017)*

It is a parent's/guardian's responsibility to ensure their child attends school in accordance with PA Law and this policy. The law explicitly defines "truant" as a child subject to compulsory school laws having 3 or more school days of unexcused absence during the current school year. Students accumulating 6 or more unexcused absences are

considered “habitually truant” and those students under 15 years of age will be referred to their county department of Children and Youth Services. Citations may also be filed against the parent/guardian residing in the same household as truant students under 15 years of age. Citations will be filed against the habitually truant student 15 years of age and older, or against the parent/guardian residing with the habitually truant student with a possible referral to the local department of Children and Youth Services.

Parents will be notified in writing of unlawful attendance violations dates and potential consequences. Within 10 days of accumulating 3 unlawful absences (or the equivalent), an Official Notice of Child’s Illegal Absence letter will be issued to a parent/guardian with whom the truant student resides informing them of the violations and consequences should the unlawful absence incidents continue. Effort will be made to meet with families and collaboratively establish a School Attendance Improvement Plan/Truancy Elimination Plan. Once an Official Notice of Child’s Illegal Absence letter is issued and the scheduled School Attendance Improvement Plan meeting has occurred (with or without parent/guardian participation), without further notice to the family any additional days of unlawful absence will be reported to the county department of Children and Youth Services and/or the appropriate citation for truancy filed with the local District Court (Title 24, Pennsylvania School Code, Section 13-1327 and 13-1326). A student who has accumulated 3 unexcused/unlawful absences (or the equivalent) may also be referred to the CCS Board of Trustees for disciplinary action.

For regular education students, if the student has 10 consecutive unexcused absences, and if compulsory attendance prosecution cannot be pursued, then CCS may remove the student’s name from the active membership roll of the school in compliance with 22 Pa. Code § 11.24. Removal from the active membership roll will be a last resort after every effort has been made to contact the parents or guardians of the student about the student’s failure to attend school. A student will not be removed from the active membership roll if there is any evidence that a student’s absence may be legally excused.

**Consequences:** In addition to the consequences listed in this Student Code of Conduct, any parent/guardian of a student and/or students 15 years of age or older who fail to comply with Pennsylvania law regarding compulsory school attendance may be subject to the penalties outlined in the Pennsylvania School Code of 1949 at Section 13-1333. Such penalties include, but are not limited to, imposition of a fine not exceeding \$300 with court costs for the first offense/citation, \$500 with court costs for the second offense/citation and up to \$750 per offense with court costs for the third and all subsequent offenses/citations, completion of an approved course or program designed to improve school attendance, completion of community service, suspension or delay of driver’s license (student only), or a sentence in the county jail for no more than three (3) days.

## **Extra-Curricular Activity Policy**

Students wishing to participate in any extra-curricular activities must be a *CCS Student in Good Standing*. The student must meet academic, behavioral and attendance standards to participate in all aspects of the activity – try-outs, practices, games, meetings, events, etc. Extra-curricular is defined as any activity that will require the release of a student from regularly scheduled classes (game/meet, music lessons, etc.), any CCS sponsored activity that meets during a student’s non-class time (before or after school, weekends, lunchtime, etc.), or any home school district event or activity in which a CCS student is participating regardless of when the event or activity occurs. Students who commit to an extra-curricular activity are expected to participate for the duration of the activity, unless they become ineligible. Exceptions to this policy may only be made by the CEO or Principal. No refunds of participation/registration, etc. fees will be issued if a student is no longer eligible for an extra-curricular activity.

To be considered as a CCS Student in Good Standing and be able to participate in extra-curricular activities, the student must meet the criteria below during the activity’s duration. Duration includes try-outs, practices, games, meetings, events, etc.

1. The student must maintain a 70% or above in all classes during the duration of an activity. Grades are checked regularly to determine if students are eligible or ineligible for the subsequent calendar week. If a student’s grade in a class is below a 70%, the student can ask the teacher to consider approving an eligibility form. The teacher’s signature on the form indicates that the student is completing all work, is behaving appropriately in class, and is putting forth his/her best effort. A student’s eligibility can only be extended with the eligibility form if his/her grade is above a 60%.
2. The student’s attendance records must be free of unexcused absences and unexcused late arrivals throughout the duration of the activity. If a student has an unexcused absence or unexcused late arrival, the student will be on attendance probation for the remainder of the duration of the activity and the student may still participate in the activity. If a student has any subsequent unexcused absences or unexcused late arrivals, they will no longer be able to participate in the activity.
3. Students serving an after school or lunch detention are ineligible for their extra-curricular activity/event on the day they serve the detention.
4. Students serving a suspension (in-school or out-of-school) are ineligible for their extra-curricular activity/event for the remainder of the activity’s duration/season.

5. Students may have no outstanding debts due to their behaviors (damaged and/or lost books, materials, etc.)
6. Seniors who are not current with the Graduation Project requirements may not participate in extra-curricular activities.

When a student is considered ineligible, he/she may not participate in any aspect of the extra-curricular activity, including practice, games, events, etc. If a student is academically ineligible for a total of 3 weeks during their activities duration, the student is not eligible to participate for the remainder of the activity or, in the case of a full year activity, until all course grades are 70% or above.

Students who are not in attendance on the day of the event, were late to school (unexcused) on the day of the event, or left school early (unexcused) on the day of the event may not participate in an extra-curricular event unless approved by the Principal. Students who had an excused late arrival or an excused early dismissal may participate.

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

1. Contact teacher(s) prior to missing the class to inform them of the absence and to request assignments.
2. Complete all assignments without an extended due date.
3. Make-up tests, quizzes, presentations, etc. within 2 school days. For example, the student misses a test on Friday. The student has Monday and Tuesday to make-up the test.

## **CCS Logo and Name Use**

The use of Collegium's name and logos (ex. on a t-shirt for a CCS event or group) must be approved by the Director of Administrative Services prior to its use. The creation of any future CCS logo must be approved by the Director of Administrative Services prior to use or distribution. CCS is working towards a general theme among all logos and our goal is to design all logos consistent with the theme.

## **Student Parking and Driving Policy**

Students who travel to and/or from the school in private motor vehicles assume all legal ramifications and responsibility for such travel. Driving to/from school and parking on school property is a courtesy and a privilege extended to students by Collegium. The following regulations are in place for the safety of all Collegium students and the procedures and regulations must be adhered to. Failure to do so will result in disciplinary action, and/or towing and/or police action. The administrator or his/her designee will determine the level of disciplinary action. Collegium is not responsible for towing costs, fines or damage to vehicles parked on school property.

1. All student drivers wishing to drive to/from school and park on CCS property must be registered in the 535 Office. Registration includes completing a Registration Form and securing a parent/guardian signature on the form. When registering, students must provide their driver's license, proof of insurance and vehicle registration. These documents must be valid and a copy will be kept on file in the 535 Office. A non-refundable *annual* registration fee is charged for a permit. Once a 535 official determines that registration is complete, a parking permit will be issued.
2. Parking permits must be displayed at all times while parking on school property. Only vehicles displaying a valid parking permit are allowed. Permits are not transferable without approval from the 535 Office. Students may not lend, give or sell their permits to other students. Students found doing this will lose their driving/parking privileges and will face other disciplinary action as determined by the administrator or his/her designee.
3. Students applying for and receiving a parking permit fully understand their responsibility in following these rules and applicable local/state laws.
4. Collegium has the right to decline parking privileges to students. Students may reapply for a permit at the beginning of the next semester.
5. Students may park in designated student parking areas only. Students may not park in faculty parking, visitor parking, no parking zones or any other area not specified as student parking. Students may not park their vehicle illegally.
6. Student drivers must operate their vehicles in a safe manner, following Collegium rules as well as any applicable local and/or state laws. Vehicles may not exceed speeds of 5mph on Collegium property.
7. Students may only access areas of Collegium property (parking areas, lanes, and driveways, etc.) that are designated for their access.
8. Students may not access their vehicles during the school day without written permission from an administrator or his/her designee.
9. Students may not loiter in the parking lot.
10. Students are not permitted to drive their vehicles from school grounds until the official end of the school day. An administrator or his/her designee may grant exceptions to this.
11. No single student has priority for a parking space over another student.
12. The number of permits issued will be equal to or less than the number of spaces available. An administrator or his/her designee will determine the number.

13. Students eligible for permits are those with valid drivers' licenses. Priority will be given first to senior class members, then juniors, then sophomores. Students in other grade levels may not receive permits.
14. Vehicles not having the proper permit prominently displayed, unauthorized vehicles and those improperly parked will be towed at the student's expense. Disciplinary action may also be taken.
15. Collegium is not responsible for any vehicle or its contents. Student drivers should lock their vehicles.
16. No refunds for permit fees are provided when a student loses the permit due to violation of Collegium rules and/or local/state laws.
17. A student's parking permit will be revoked for reckless driving, speeding, illegal parking, persistent lateness to school, leaving school without permission, and cutting classes/school. At his/her discretion, the administrator or his/her designee may also revoke a student's parking permit for other violations of the CCS Code of Conduct.
18. If more applications for permits are received than spaces available, a waiting list will be maintained.
19. If a permit is revoked, the CCS administrator or his/her designee will determine the length of time of the revocation. There will be no refund of permit fees.
20. Collegium is not responsible for motor vehicles that are stolen or damaged.
21. Vehicles parked on school property are under the jurisdiction of school administrators. Students who drive their own or a family automobile to school may not park on school grounds unless they have applied for and received a parking permit. Vehicles may be searched if an administrator has reasonable suspicion that the vehicles contain items that are illegal or violate school rules. Additionally, student vehicles parked on school grounds are subject to random searches. Students who apply for and receive a parking permit will sign an agreement that they understand that these searches may occur and that they will provide access to their vehicle if an administrator makes such a request. The agreement must also be signed by a parent or guardian and any other family member or person whose name appears on the vehicle registration of the car(s) the student expects to drive to school.

## **Anti-Harassment Policy**

Collegium Charter School will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and/or harassment based on race, color, national origin, religion, age, disability or sexual orientation are present. Collegium is committed to ensuring that the school environment is free of all forms of harassment. Harassment and sexual harassment are offenses subject to disciplinary consequences as outlined in the Behavior and Legal Violations sections that follow.

Harassment includes offensive verbal or physical conduct based on an individual's race, color, national origin, religion, age, disability or sexual orientation where such conduct has the purpose or effect of interfering with an individual's academic performance or creates an intimidating, hostile or offensive school environment. This includes, but is not limited to: ethnic intimidation; threats, jokes, visual representations, dissemination of materials, graffiti, use of derogatory language or actions about any race, religion, culture, disability, color, national origin, age, or sexual orientation.

Sexual harassment includes sexually oriented verbal "kidding"; pressure for sexual activity; remarks to an individual with sexual or demeaning implications; unwelcome sexual touching or advances; gestures; suggestions; requests or demands for sexual favor or activity; 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; rape; sexual assault; sexual battery; sexual coercion; 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 Collegium 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 policy.

Any individual who believes he or she has been subject to sexual harassment and/or unlawful harassment must report the matter immediately to the CCS Administration. Reports may be provided in writing or verbally to the Title IX Coordinator (Ms. Amanda Lake, Director of Educational Services, 535 James Hance Court, Exton, PA 19341, [alake@ccs.us](mailto:alake@ccs.us), 610-903-1300), Principal, Assistant Principal, Director of Administrative Services, or the CEO. 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 Director of Administrative Services, the Principal or the CEO. The reporting of an alleged incident shall remain strictly confidential within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

When sexual harassment is reported by a student or by someone on behalf of a student, the Title IX Coordinator shall oversee the investigation and response and shall identify any patterns or systemic problems that arise during the review of such complaints. The investigation itself may be conducted by a Principal or Assistant Principal, but the person conducting the investigation shall consult with and inform the Title IX Coordinator of the results of any investigation.

In investigating a complaint of sexual harassment, the Title IX Coordinator or his or her designee shall provide both the complainant and the alleged perpetrator an opportunity to present witnesses and evidence to him or her. The investigation will normally be completed within 60 days of a report being received, although that time may be expanded if necessary. Upon the completion of its investigation the school will take steps to prevent recurrence of any sexual harassment, up to and including the imposition of consequences on any perpetrator of sexual harassment, and will take steps to remedy the discriminatory effects on the complainant and any others. If the consequence to be imposed on the perpetrator of sexual harassment is a suspension or expulsion, then the normal procedures for suspension or expulsions provided in this Code of Conduct will be followed. Written notice will be provided to the complainant and alleged perpetrator of the outcome of the complaint. Although federal privacy laws limit disclosure of certain information in disciplinary proceedings, CCS will disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student.

While an investigation is ongoing, CCS may take interim measures to protect the student in an educational setting. This may include changing class schedules or class assignments, limiting contact between students, or providing counseling. Interim measures shall be determined on a case by case basis depending on the facts of the case, and shall be designed to minimize the burden on the complainant.

Collegium will provide referrals for counseling, advocacy, and support to any student who believes that he or she has been a victim of sexual harassment.

## **Anti-Bullying Policy**

### **Purpose**

The Board recognizes the importance of providing all students and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying and cyberbullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and Collegium's ability to effectively educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of Collegium to maintain an educational environment that is intolerant of bullying and cyberbullying in any form.

Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyberbullying. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at Collegium Charter School.

### **Definitions**

**Bullying and Cyberbullying** are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a "school setting", or occurs outside of school and Collegium reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
  - substantially interfering with a student's education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school.

Bullying and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (1), (3) and (4) listed above.

**School Setting** shall mean in Collegium Charter School, on Collegium Charter School grounds, on Collegium Charter School property, using Collegium Charter School equipment and technology, on Collegium Charter School's server or Collegium Charter School's electronic, web-based, Internet or online programs, in Collegium Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Collegium Charter School and any time spent necessarily traveling to and from these locations. Additionally, any

student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

### **Cyberbullying**

Cyberbullying is often seen by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants (“PDAs”) or other technology resources.

All students, staff, volunteers, and contractors shall comply with Collegium Charter School’s Network Usage Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of any one or more of a number of methods, including, but not limited to:

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites, including, but not limited to, Facebook, Twitter, YouTube, or Instagram, SnapChat;
- Posting victim’s pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;
- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of students and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyberbullying for things such as calling or text messaging the victim and/or using a victims’ cell phone to text or call another victim using harassing language.

The use of the Internet or Collegium Charter School email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use Collegium Charter School’s computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

Collegium Charter School strictly prohibits the above conduct and any conduct by any student or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

### **Guidelines**

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of Collegium Charter School, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, parents/guardians, and community members.

Since bystander support of bullying and cyberbullying can bolster these types of behaviors, Collegium Charter School prohibits both active and passive support for acts of bullying and cyberbullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the appropriate building Principal.

### **Reporting Procedures**

Any student who feels he or she has been bullied or cyberbullied shall have the right to file a complaint of such bullying. Complaints should be reported to the Principal. Collegium provides a Bullying Report Form, available on our website and in our main offices, for students and parents to use to make a report of bullying. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report the incident to the Principal in order to protect the alleged victim and for prompt investigation. The Board of Trustees requires the Principal to be responsible for determining whether an alleged act constitutes a violation of

this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, Collegium Charter School shall take prompt corrective action to ensure the bullying and/or cyberbullying ceases and will not reoccur.

Reports to the Principal may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Principal shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

### **Consequences for Violations**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to and including in school or out of school suspension from Collegium Charter School or expulsion or other disciplinary removal from Collegium Charter School, in the case of a student, or suspension or termination in the case of an employee, as set forth in Collegium Charter School's student Code of Conduct or Employee Handbook.

In some cases, bullying and/or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with Collegium Charter School's student Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision at Collegium Charter School sites or other sites used by Collegium Charter School, at any activity sponsored, supervised or sanctioned by Collegium Charter School, during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying and/or cyberbullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

### **Retaliation Prohibited**

The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

### **False Accusations**

The Board of Trustees prohibits any person from falsely accusing another of bullying and/or cyberbullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying and/or cyberbullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/or cyberbullying shall be disciplined in accordance with Collegium Charter School policies, procedures, and agreements.

### **Annual Distribution of Information**

The Board of Trustees requires Collegium Charter School officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors and parents along with a statement explaining that it applies

to all applicable acts of bullying and cyberbullying that occur in Collegium Charter School, on Charter School grounds, on Collegium Charter School property, using Collegium Charter School equipment and/or technology, on Collegium Charter School's server or Collegium Charter School's electronic, web-based, Internet or online programs, in Collegium Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Collegium Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in Collegium Charter School is also subject to this policy.

Collegium Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every Collegium Charter School building where such notices are usually posted. Collegium Charter School shall ensure this policy and its procedures for reporting bullying and cyberbullying incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

### **Compliance**

As required by the Federal Broadband Data Improvement Act of 2008, Collegium Charter School shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites, such as Facebook, Twitter, YouTube, and MySpace, and in chat rooms and educate them regarding cyberbullying awareness and response.

The Board of Trustees directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

Acts of bullying and cyberbullying are prohibited by and a violation of Collegium Charter School's Network Use Policy.

Collegium Charter School will comply with all applicable federal and state laws relating to bullying and cyberbullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, *et seq.*, the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (l), and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations.

Collegium Charter School will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

## **Anti-Hazing Policy**

### **Purpose**

The Board of Trustees ("Board") of Collegium Charter School ("Collegium"), recognizes that students have the right to be physically and emotionally safe when participating in any Collegium sponsored groups or organizations. Further, the Board believes that it is critical for the Collegium to ensure students' physical and emotional well-being through compliance with applicable federal, state and local laws.

### **Authority**

On May 24, 2016, Sections 2 and 4 of the Act of December 15, 1986 (P.L.1595, No.175), known as the Anti-Hazing Law, were amended to apply this Law to public and private secondary schools as defined below. The amended Anti-Hazing Law was passed by the Legislature and went into effect on July 25, 2016.

### **Definitions**

The following words and phrases when used in this Act shall have the meanings as set forth in the amended Anti-Hazing Law as passed by the Legislature:

- **Hazing.** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
- **Secondary school:** Any public or private school within this Commonwealth providing instruction in grades 7 through 12 or any combination of those grades.

### **Application**

The Anti-Hazing policy applies to all grade 7-12 Collegium groups and individuals, including athletic groups, music groups, student government, student clubs, or those who attend events or activities sponsored, organized, or supported in any way by those organizations.

### **Enforcement by Collegium as a Secondary School**

- **Anti-hazing policy:**
  - The Board adopts this anti-hazing policy and, pursuant to this policy, adopts rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by Collegium from engaging in any activity which can be described as hazing pursuant to the definition above.
  - A copy of this policy, with its rules, penalties and program of enforcement shall be provided to all athletic coaches and advisors involved in grade 7-12 organizations within Collegium.
  - This policy shall be posted on the Collegium's publicly accessible Internet website.
- **Enforcement and penalties:**
  - The Board adopts this anti-hazing policy and, pursuant to this policy, develops a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules through the Collegium Code of Conduct, to be administered by Collegium personnel.

### **Reporting Procedures**

- The Director of Athletics and Extra-Curricular Activities or his/her designee shall facilitate the training of this policy to Collegium staff and students so that hazing can be recognized and prevented.
- Any student who feels he or she has been the victim of hazing shall have the right to file a complaint. Complaints should be reported to Director of Athletics and Extra-Curricular Activities. Complaints may also be reported directly to the Director of Educational Services or Principal who shall immediately report the incident to Director of Athletics and Extra-Curricular Activities in order to protect the alleged victim and for prompt investigation.
- Reports to Director of Athletics and Extra-Curricular Activities may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

- Any staff who sees any incidents of hazing must immediately report the incident(s) to Director of Athletics and Extra-Curricular Activities. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of Director of Athletics and Extra-Curricular Activities to investigate promptly and thoroughly any and all hazing complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within one (1) school days after a report of any hazing is received.
- The Director of Athletics and Extra-Curricular Activities, or in his/her absence, the Director of Educational Services or Principal, is responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes hazing, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the hazing, Collegium shall take prompt corrective action to ensure the hazing ceases and will not reoccur.
- Upon receipt of a report of alleged hazing, the Director of Athletics and Extra-Curricular Activities shall immediately notify the parent or guardian of the perpetrator of the alleged hazing, the parent or guardian of the victim of the alleged hazing incident, and the Collegium Principal(s) of the involved students.

### **Consequences for Violations**

- Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of hazing may range from corrective behavioral interventions up to and including in school or out of school suspension from Collegium or expulsion or other disciplinary removal from Collegium, in the case of a student, or suspension or termination in the case of an employee, as set forth in Collegium's Student Code of Conduct or Employee Handbook. Consequences for a student who commits an act of hazing shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, but must be consistent with Collegium's Student Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.
- In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus or other school property or to otherwise operate under the sanction or recognition of Collegium.
- All penalties imposed under the authority of this section shall be in addition to the penalty imposed by the criminal laws of this State or for violation of any other Collegium rule to which the violator may be subject.
- When an incident is investigated and identified as hazing under the definition of this policy, the Police Department will be notified pursuant to Collegium's Memorandum of Understanding with local law enforcement. This may lead to a criminal investigation and criminal charges against the student or staff.

### **Retaliation Prohibited**

- The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports a hazing incident. Retaliation includes, but it is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports, in good faith, incident(s) of hazing. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

## **False Accusations**

- The Board of Trustees prohibits any person from falsely accusing another of hazing. The consequences and appropriate remedial action for a student found to have falsely accused another of hazing may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of hazing shall be disciplined in accordance with Collegium policies, procedures, and agreements.

## **Network Usage Policy**

Access to computers, the network, internet and software (hereafter referred to as “Network Resources”) at Collegium Charter School offers students a variety of resources and information to support their educational development. However, access to Network Resources is a privilege, not a right. With the help of CCS faculty and staff, Network Resources can be used for research, study, and communications. Network Resources also include information, messages, and images that are not appropriate for students and the school environment. Collegium Charter School does not condone or permit the use of such material. Therefore, students must behave responsibly when using Network Resources, and will be held accountable for their actions. To protect students from access to inappropriate information and other content, Collegium Charter School will employ a World Wide Web filter. As the World Wide Web is constantly changing, CCS does not warrant the effectiveness of the filter. Users who encounter an inappropriate website should report the website immediately to their teacher or the closest CCS faculty/staff member. Users of CCS Network Resources should have no expectation of privacy in anything they create, store, send or receive while using CCS Network Resources. Use of CCS Network Resources will be monitored. Users expressly waive any right to privacy in anything they create, store, send or receive while using CCS Network Resources. Users consent to allowing CCS personnel to access and review all materials that users create, store, send or receive while using CCS Network Resources. Users understand that CCS may use human or automated means to monitor use of the CCS Network Resources. A student’s files (GAFE, network documents, etc.) will be deleted 30 days following their graduation or their last day of enrollment. This does not include official Student Record files maintained by Collegium.

In addition to any other policies, guidelines, and procedures that govern computer and network use at Collegium Charter School, the following statements guide acceptable use of Network Resources by all students:

1. Students must obey all rules that normally govern their behavior at school when using Network Resources.
2. Students may not use Network Resources in a way that is inconsistent with the general rules of conduct that govern student behavior at Collegium Charter School.
3. Students must be respectful, kind, and polite when using Network Resources.
4. Students must use Network Resources only for school-related activities.
5. Students may use Network Resources only when they have permission from a teacher. Students must follow directions of the teacher when using CCS Network Resources.
6. Students shall not damage or mistreat computer equipment under any circumstances. This includes trying to “fix” plugs, cables, or other parts of the equipment unless directed to do so by a teacher.
7. Students shall not install or use encryption software on CCS Network Resources. Students may not use passwords or encryption keys unknown to CCS’s Director of Technology.
8. Students shall not access or attempt to access folders, files, directories, or other information that does not belong to them. Students shall not attempt to circumvent security measures.
9. Students shall not copy, download, or install any software or programs to and/or from school computers.
10. Students must not write, send, access, download, store or display obscene, threatening, pornographic, violent, defamatory, discriminatory, fraudulent, harassing, or otherwise unlawful or harmful messages or images.
11. Students must not share or disclose their full name, personal address, phone number, passwords or any other personal information while using Network Resources. They must not share information about other people either, including family, friends, fellow students, or teachers. Students may not post information that could endanger an individual, cause personal damage or cause a service disruption. Students may not post recklessly false or defamatory information about a person or organization.
12. Students may not use the CCS Network Resources to agree to meet with someone they have met on the Network Resources without the knowledge, approval and participation of their parent/guardian.
13. Students should be aware that in order to maintain system integrity and to ensure responsible use, Network Resources use can and will be monitored by staff and other personnel, and therefore, are not private. Students should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received, or stored are private.
14. Students may not employ the Collegium Network Resources for personal financial gain or commercial purposes. Students may not use the Network Resources to forward chain letters, spoof (disguising

- identities) or spam (unsolicited emails). Students may not re-send or post a message that was sent to them privately without the permission of the person who sent them the message.
15. Students may not engage in practices that threaten the integrity of the Network Resources, including knowingly introducing a computer virus. All emails, attachments, documents, and disks from another network must be scanned for viruses before opening the material.
  16. Students may not use the equipment or network for any illegal activities.
  17. Students may not violate copyright laws and/or engage in software piracy.
  18. Students may not use anyone else's password, nor may they share their password with others.
  19. Students who encounter or receive any type of inappropriate material have the responsibility to report the incident immediately to their teacher or the closest CCS faculty/staff member.

In addition to any other policies, guidelines, and procedures that govern computer and network use at Collegium Charter School, the following statements guide acceptable use of Network Resources by all students via a student-owned device.

1. CCS reserves the right to monitor a student's Internet usage via a student-owned device while on school property and/or while using CCS Network Resources.
2. Students using a student-owned device while on school property and/or while using CCS Network Resources must report inappropriate websites, images, and other content that are not blocked by CCS Internet filters.
3. Students consent to surrender their student-owned device used while on school property and/or using CCS Network Resources to their Principal upon request.
4. While CCS permits the use of a student-owned device for school-related activities, CCS is not responsible for the technical support of the device.
5. CCS is not responsible for damage, loss, or theft of a student-owned device being used on school property or accessing CCS Network Resources.
6. CCS faculty will alert students to appropriate times for device usage. There will be times when devices are not permitted to be used. Students using devices at these times risk the loss of CCS Network Resources, confiscation of the device, and possibly other disciplinary action.

Students who violate any of the above conditions will be subject to the suspension or termination of their Network Resources privileges, as well as other disciplinary action as determined appropriate by school officials and/or the Board of Trustees.

## **Bring Your Own Device (BYOD) Policy – High School Students**

Collegium Charter School (CCS) is dedicated to providing our students with the knowledge necessary to be responsible digital citizens. We envision a learning environment where technology is *a part of us*, not *apart from us*.

CCS is committed to moving students and staff forward in a 21<sup>st</sup>-century learning environment. As part of this plan, CCS will now allow **high school students** to access the wireless network using their own technology devices (laptops, smartphones, tablets, etc.) during the school day. With teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity tools loaded on their devices. CCS believes that the tremendous value of technology and the information technology network as an educational resource outweighs the potential risks associated with the use of technology by high school students. We will leverage existing and emerging technology as a means to learn and thrive in the 21<sup>st</sup> century and prepare our students for success toward their goals in the competitive global and electronic age. Access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

Before attempting to connect to our BYOD network, users must acknowledge and accept the following terms of use: CCS is providing wireless connectivity as an optional service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the CCS wireless network is entirely at the risk of the user, and CCS is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. Users are advised to take appropriate steps to protect their devices from unauthorized users and viruses. All users of the BYOD network are bound by this policy and the Collegium *Student Code of Conduct*. Once on the network, all users will have filtered Internet access just as they would on a school-owned device.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If a student has any doubt about whether a contemplated activity is acceptable, consult with a teacher or other CCS employee to help determine if a use is appropriate. Adherence to the parameters listed below is necessary for continued access to the school's technological resources:

**Student users must respect and protect the privacy of others:**

- Access only assigned accounts.
- Only view, use, copy, and/or distribute authorized data and/or networks.
- Only take, use, copy, and/or distribute photos/videos of others with their permission.
- Refrain from distributing private/confidential information about others or self.

**Student users must respect and protect the integrity, availability, and security of all electronic resources by:**

- Observing all school Internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or other CCS employee.
- Not destroying or damaging data, networks, or other resources that do not belong to them.
- Conserving and protecting shared resources.
- Not creating WiFi hotspots with their device on campus.
- Protecting passwords and account information. Students may not share passwords/account information with other students.
- Notifying a teacher or other CCS employee of network malfunctions.

**Student users must respect and protect the intellectual property of others by:**

- Following copyright laws (not making illegal copies of music, games, movies, etc.).
- Citing sources when using others' work (not plagiarizing).

**Student users must respect and practice the principles of community by:**

- Communicating only in ways that are kind and respectful.
- Reporting threatening or troubling materials to a teacher or other CCS employee.
- Not intentionally accessing, transmitting, copying, or creating material that violates Collegium's *Student Code of Conduct* (ex. messages/content that are pornographic, threatening, rude, discriminatory, harassing, bullying, etc.).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (ex. obscenities, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate Collegium's *Student Code of Conduct*.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

- Use the resources for educational purposes.
- Design and post webpages and other material from school resources.
- Communicate electronically via tools such as email, chat, text, or video-conferencing.
- Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a CCS employee).
- Use electronic devices for nonverbal, non-disruptive use during non-instructional times in locations designated by the administration.
- Use of electronic devices or photography and/or recording when authorized by the building Principal or designated professional staff member for the purposes of participation in educational activities.
- Communicate with social media and utilize social networking online tools and services. Students will be held accountable for the content of the communications that they state/post on social media.

Violations of these rules may result in disciplinary action, and could include the loss of a user's privileges to use Collegium's information technology resources. Further discipline may be imposed in accordance with the *Student Code of Conduct* up to and including suspension or expulsion depending on the degree and severity of the violation(s).

The use of Collegium's information technology resources is not private. School administrators and authorized employees have the ability to monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will if available, furnish evidence of crime(s) to law enforcement. If a parent/guardian does not want their high school student to have Internet access, the parent/guardian must notify their child's Principal in writing (via email suffices).

## **Disciplinary Consequences**

Students who violate this Code of Conduct are subject to disciplinary consequences by teachers, administrators or other school personnel. There are four levels of recommended consequences for offenses. Examples provided do not constitute a complete list of the infractions for which students may be found in violation of rules. The recommended disciplinary consequences do not constitute a complete list of the disciplinary consequences that may be imposed on a student for violating a law or school rule.

### **Range of Consequences**

The minimum levels of disciplinary consequences listed are suggested levels only. **The Administration is not bound by these recommended levels and may impose or recommend any disciplinary consequence up to and including expulsion.**

### **Legal Violations**

If the student violates the law, the local police department may be notified. Parents will be contacted, either by CCS staff or by the police department.

### **Discipline Procedures for Special Education Students**

Both regular and special education students are subject to disciplinary procedures that promote positive behavioral change and/or ensure the well-being of others. The goal is to have all students function successfully in their educational and social environments, to protect fellow students, school staff members, and public property, as well as themselves. Disciplinary procedures affecting students needing special education services will be administered in compliance with federal and state laws, including, but not limited to the Individuals with Disabilities Education Improvement Act (IDEA). Regardless of status as a student with a disability, Collegium has the authority to report a crime that was committed by a student with a disability. Federal, state, and /or local law enforcement and judicial authorities may exercise the powers afforded them under federal, state, and/or local law in investigating and prosecuting such a crime.

## **Levels of Disciplinary Consequences**

The consequences listed below are suggestions only, and may be changed, replaced or supplemented with additional consequences at the discretion of the CCS Administration or Board of Trustees. The CCS Administration, on an individual case basis, may recommend to the Board of Trustees a punishment less than expulsion even when expulsion is recommended by this Code of Conduct based on extenuating and mitigating factors of an individual case directly related to the policy. When a suspension or an expulsion occurs, the student shall be afforded all necessary due process. The use of corporal punishment as a form of student discipline is strictly prohibited.

### **Level 1: Conference/Parent Contact**

Staff members may initiate and conduct a conference or make contact (phone call, letter, email) with students, parents/guardians and school officials.

### **Level 2: Consequences**

1. Referral: To school guidance counselor, student assistance program, or other staff.
2. Time-out: The removal of a student from classes, but not from CCS, for one-half day or less.
3. School Probation Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
4. Restricted activity: The denial of participation in school activities, field trips and/or extra-curricular events. Deposits and fees paid will not be refunded.
5. School/community service: Assignment of student to perform school/community service. The school/community service arrangement will be designated by the Principal with the parent's consent.
6. Recess restrictions.
7. Lunch detention.
8. Before or after school detention with parent providing transportation to/from school.
9. Removal from bus transportation for 1 or more school days. If the student is absent on a day he/she was to serve a removal from bus transportation, the removal will be served the next day.
10. A combination of any Level 2 consequence and Level 1 conference/parent contact.

### **Level 3: Suspensions**

When students are suspended from school, all schoolwork must be completed and returned on the day the student is readmitted to class.

#### **In-School Suspension**

1. In-school suspension is exclusion of a student from his/her normal classes.

2. In-school suspensions may be given by the Assistant Principal, the Principal, or their designee.
3. No student shall 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.
4. Communication to the parent/guardian shall follow in-school suspension action taken by the school.
5. If the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal or Principal's designee shall be offered to the student and the student's parent/guardian prior to the 11<sup>th</sup> school day.
6. CCS shall be responsible for making provisions for the student's education during the period of the in-school suspension.
7. If a student is absent on a day he/she was to serve an in-school suspension, the student will serve the suspension upon his/her return to school.
8. If a student is excluded from a field trip, activity or extra-curricular event due to serving an in-school suspension, previously paid fees will not be refunded and all monies owed for the event will be collected.

### **Out-of-School Suspension**

1. Out-of-school suspension is exclusion from school for a period of 1 to 10 consecutive school days.
2. Out-of-school suspensions may be given by the Assistant Principal, the Principal, or their designee.
3. No student shall receive an out-of-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond. Prior notice of the intended out-of school suspension need not be provided when it is clear that the health, safety, morals or welfare of the school community is threatened.
4. The parent/guardian of the student shall be notified immediately in writing when the student receives an out-of-school suspension.
5. If the out-of-school suspension exceeds 3 consecutive school days, the student and parent/guardian shall be given the opportunity for an informal hearing.
6. Out-of-school suspensions may not exceed 10 consecutive school days unless it is determined after an informal hearing that a student's presence in his or 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 suspension. 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 (school officials and parent/guardian).
7. CCS shall be responsible for making provisions for the student's education during the period of the out-school suspension,
8. If CCS has an emergency closing (snow day, etc.) during a day when a student was to serve an out-of-school suspension, the student will serve the suspension on the next day that CCS is open.
9. If a student is excluded from a field trip, activity or extra-curricular event due to serving a suspension, previously paid fees will not be refunded and all monies owed for the event will be collected.

### **Level 4: Expulsion**

1. Expulsion is exclusion from school by the CCS Board of Trustees for a period exceeding 10 consecutive school days and may be a permanent expulsion from the school rolls.
2. All expulsions require a formal hearing.
3. See the **Hearings** section in this manual for more information.
4. If a student is excluded from a field trip, activity or extra-curricular event due to an expulsion or pending expulsion, previously paid fees will not be refunded and all monies owed for the event will be collected.

## **Hearings**

### **Informal Hearings**

1. The purpose of the informal hearing is to enable the student to meet with the appropriate school official(s) to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
2. The informal hearing is meant to encourage the student's parent/guardian to meet with the Principal or Principal's designee, to discuss ways by which future offenses can be avoided.
3. The following due process requirements are to be observed with regard to the informal hearing:
  - Notification of the reasons for the suspension shall be given in writing to the parent/guardian and to the student.
  - Significant notice of time and place of the informal hearing shall be given.
  - The student has the right to question any witness present at the hearing.
  - The student has the right to speak and produce a witness on student's behalf.
  - CCS shall offer to hold the informal hearing within the first 5 calendar days of suspension.

### **Formal Hearings**

1. A formal hearing may be held before the Board of Trustees, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. A majority vote of a quorum of the Board of Trustees is required to expel a student.
2. The following due process requirements are to be observed with regard to the formal hearing:

- Students and parents/guardians shall be given at least 3 days' notice of the time and place of a formal disciplinary hearing. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice.
  - Notification of the charges shall be sent to the student's parent/guardian via certified mail.
  - Significant notice of time and place of the hearing shall be given.
  - The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
  - The student has the right to be represented by counsel at their parents' or their own expense.
  - Parents/guardians may attend the hearing.
  - The student has the right to request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - 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.
  - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - The student has the right to testify and present witnesses on his/her own behalf.
  - A record shall be kept of the formal hearing, either by a stenographer or by tape recorder. The student is entitled to a copy of the transcript at the expense of the student.
  - The formal hearing must 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.
    - Laboratory reports are needed from law enforcement agencies.
    - Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the Individuals with Disabilities Act (IDEA).
    - In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interest of the victim.
  - The notice of appeal rights must be provided with the expulsion decision.
3. Where the student disagrees with the results of the formal hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief from the appropriate Federal District Court.

### **Hearing Extensions**

If it is determined after an informal hearing that a student's presence in his/her normal classes 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 suspension, the students 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 excluded for longer than 15 school days, shall be provided with alternative education, which may include home study.

## **Rules with Levels of Disciplinary Consequences**

Level 1: Conference  
Level 2: Consequences

Level 3: Suspensions  
Level 4: Expulsion

### **Attendance Violations**

Good attendance is essential if students are to achieve and reach their potential. (See *Attendance Policy* in the previous pages of this document for the complete CCS Attendance Policy).

**Excessive Absence:** Frequent or prolonged excused absences, which are felt to adversely affect the student's education.

**Truancy:** Failure to report to school without an approved excuse.

**Cutting Class:** Failure to report to class without an approved excuse.

**Tardiness:** A student is considered tardy if he or she is not present in homeroom at the start of school. A child who does not attend a Recommended of four hours of school will be counted as absent for the full day. A student who is unlawfully tardy 3 times will receive an unexcused absence for the purpose of implementing this policy.

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

Nine unexcused late arrivals accumulates to three days of unexcused absence. A student is considered truant once they have in excess of three (3) unexcused absences (truancies). CCS will report the unexcused absences to the student's school district of residence. The school district of residence is responsible for enforcing the compulsory attendance laws in accordance with the PA Public School Code. The school district of residence may institute compulsory attendance proceedings against the student and/or parent or guardian pursuant to Pennsylvania law, which may result in the imposition of a fine not exceeding \$300 for each violation, plus court costs, completion of a parenting

education program, completion of community service, or a sentence in the county jail for no more than five (5) days. A truant student, one who has accumulated three (3) unexcused absences, may also be referred to the Board for disciplinary action, up to and including expulsion.

## **Behavior Violations**

**Consequence levels indicated are the Recommended possible for the offense. Assisting or aiding in a behavior violation is considered a violation of this Code of Conduct with the same consequence level as the behavior itself. The consequence(s) imposed are determined by the Principal, or his/her designee, and may exceed the Recommended indicated.**

**Repeated Rule Violations:** Repeated violations of rules that students are expected to follow. **Students who continue to violate the rules will receive more severe consequences, up to and including expulsion.**

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Student Dress:** Collegium Charter School students are required to wear the designated school uniform in accordance with the Uniform Policy. Students who arrive in the improper uniform will not be permitted to attend class and will be held in the office or in-school suspension room until parents bring the proper uniform to the school. **All uniform and physical education uniform pieces must originate from the Flynn & O'Hara Uniform Company.**

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Personal Property:** Collegium is not responsible for any items of personal property brought to school as they may be left unattended, lost, broken, or stolen. CCS will not dedicate staff time conducting investigations for items of personal property that are broken, lost or perceived to be stolen, this includes spending time reviewing security footage. Use of an object that has no educational purpose and may distract from teaching and learning is prohibited. Examples include, but are not limited to:

- A. **Toys:** Use of any toys, games, etc., without permission of the teacher or administration.
- B. **Radio or any Listening and Recording Devices:** Use of radio, iPod, CD player, MP3 player, or other electronic devices without permission of the administration.
- C. **Cellular Telephones:** Use of cellular telephone or similar device without permission of the CCS administration.
- D. **Cameras/Cameras as Part of a Cellular Telephone:** Use of a camera or a camera that is part of a cellular telephone except when specifically needed as part of a school assignment or project. Images acquired through the use of a camera or a camera that is part of a cellular telephone while on school grounds or participating in a school activity are the property of CCS and may not be shared, posted, or disseminated without written permission of the CCS administration.
- E. **Other:** Use of any object that could disrupt the normal order of school including, but not limited to, personal security alarms, look-alike beepers/phones, or other electronic devices/toys.
- F. **MS & HS Students Only:** Bags and purses carried in school during the school day must be clear (see-through) or mesh. Water bottles must be clear and contain only water. Students shall be permitted to carry bags and purses that are not clear or mesh during the school day only if the student is leaving or returning to the school, and then only so long as necessary to transport the bag or purse to or from the student's locker. In no event shall a student carry a bag or purse that is not clear or mesh to class.

*Levels of Disciplinary Consequences: All items will be confiscated and returned to parents or kept by the Principal, or designee for a period of time determined by the Principal or their designee. Recommended 1, all grades.*

**Misrepresentation:** A student will not lie or cheat. Examples include, but are not limited to:

- A. **Altering Documents:** Tampering with report cards, passes, school communications, legal documents, etc. in any manner, including changing grades, or forging names to excuses.
- B. **False Information:** Making false statements, written or oral, to anyone in authority.
- C. **Cheating:** Violating rules of honesty such as copying another student's test, assignment, etc.
- D. **Plagiarism:** Using the work of others or published work without proper citation. Using the work of others or published work and presenting it as your own. (May cause student to fail course.) This is a significant violation.
- E. **Dishonesty:** Acting in a manner that is or is reasonably perceived as deceptive or demonstrating a lack of integrity.

*Levels of Disciplinary Consequences: Recommended 1, grades K – 5; Recommended 2, grades 6 – 12.*

**Disrespect:** A student will not behave in a disrespectful manner towards staff or an adult. Examples of disrespectful behavior include, but are not limited to:

- A. **Walking Away:** Leaving while a staff member or adult in authority is talking to the student.
- B. **Talking Back:** Responding orally in a rude manner to a staff member or adult in authority.
- C. **Inappropriate Gestures and/or Actions that can be viewed as Obscene or Rude.**

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Insubordination:** A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to:

- A. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in authority.
- B. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member.
- C. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member.
- D. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge.
- E. **Refusal to Follow a School or Classroom Rule:** Failure to follow a rule or the direction of a staff member or adult in authority.

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Profanity/Obscenity:** A student will not use profane or obscene language, make obscene gestures, or engage in any activities that are sexual in nature. Examples include, but are not limited to:

- A. **Swearing:** Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
- B. **Obscene Gestures:** Making any motion of the limbs, body parts, or entire body that is inappropriate and/or in poor taste for a school setting, or made to express or help express thought or to emphasize speech that conveys an offensive, obscene, or sexually suggestive message. Includes exposure of body parts, typically by younger students, when no sexual offense is intended.
- C. **Derogatory Written Materials:** Having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message.
- D. **Directed at Staff Member:** Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.
- E. **Directed at a Student or Other Person:** Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a student or other person.

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Disruption:** No student may disrupt class, school, or school-sponsored event. Examples include, but are not limited to:

- A. **Chronic Talking:** Repeated talking without permission.
- B. **Horseplay:** Rough or noisy play or pranks.
- C. **Teasing:** Pestering or tormenting.
- D. **Refusing to Remain in Seat:** Getting out of seat or moving seat without permission of staff member.
- E. **Rude Noises:** Making any unnecessary noise.
- F. **Leaving Without Permission:** Leaving the classroom, building, or assigned area without obtaining approval of a staff member and/or administrator.
- G. **Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, technology, or class supplies.
- H. **Public Displays of Affection:** Consensual hugging, kissing, touching.
- I. **Excessive Tardiness to Class**
- J. **Failure to Report to Scheduled Class (skipping)**
- K. **Other:** Any other action that disrupts or interferes with educational activities or the school environment.

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Injury to Others:** A student will not cause or attempt to cause physical injury to other students, staff members, or others.

- A. **Minor Altercation:** An incident which involves a single offender who commits a minor violation against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.
- B. **Fighting:** Physical contact by pushing, shoving, or hitting; involving two or more offenders, whether or not injury occurs.
- C. **Shoving and/or Kicking:** Pushing and/or kicking anyone.
- D. **Hitting, Biting, Spitting, Throwing Objects, or Other Action Directed Toward Another Student or Adult:** Hitting, biting, spitting, or throwing objects at a student or adult or attempting or threatening to do so.
- E. **Throwing Objects:** Throwing any object that may cause injury to another in any part of the school, on school grounds, on the school bus, at school events or in school vehicles.

*Levels of Disciplinary Consequences: Recommended 2, all grades.*

**Use of Collegium Materials:** A student will not reproduce, distribute, or display materials from CCS's website or a CCS employee's website without the permission of the CCS teacher or the permission of the administration of CCS. By way of example, a student who copies a picture of a teacher, administrator, or another student from the CCS website and displays that picture on another website would violate this provision of the CCS Student Code of Conduct. Students shall not reproduce, distribute, or display materials (including but not limited to the CCS logo) in which CCS owns the copyright without the permission of Collegium. By way of example, a student who scans a photograph from CCS's yearbook into a digital format and displays it on a website would violate this provision of the CCS Student Code of Conduct.

*Levels of Disciplinary Consequences: Recommended 1, all grades.*

**Improper Use of Technology:** A student will not engage in the improper use of technology. For additional reference on this topic, see the CCS Network Usage Policy.

Examples include, but are not limited to:

- A. **Damaging, disrupting or theft of hardware or software.**
- B. **Entering or retrieving pornographic material, inappropriate text/files** (including files that may contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), **or files carrying viruses.**
- C. **Violating copyright provisions.**
- D. **Accessing school records or another person's information or files without permission.**
- E. **Recording in any manner** (video, audio, still photos) **CCS students, employees and guests without the written permission of the CCS administration.**

*Levels of Disciplinary Consequences: Recommended 2, all grades.*

## **Legal Violations**

**A student may not engage in any activity that violates any local, state or federal laws. The following legal violations are prohibited at Collegium Charter School and will result in disciplinary consequences and the police may be contacted. Parents will be notified.**

**Toy Weapons:** Possession of any toy or object that appears to be a weapon and/or may be used as a weapon

*Levels of Disciplinary Consequences: Recommended 2, K-3; Recommended 3, 4-12.*

**Trespassing:** Entering any school property or into school facilities without proper authority; including any entry into school buildings, school grounds, or school activities during a period of suspension or expulsion.

*Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3 grades 6 and above.*

**Gambling:** Playing a game of skill or chance for money or anything of value. Taking or placing bets.

*Levels of Disciplinary Consequences: Recommended 1, grades K-5; Recommended 2, grades 6 and above.*

**Possession or Use of Fireworks:** Using or possessing any explosive device.

*Levels of Disciplinary Consequences: Recommended 3 all grades.*

**Vandalism/Graffiti:** Causing damage to school property or the property of others. The student's family will be held responsible for damages and required to make restitution.

*Levels of Disciplinary Consequences: Recommended 2, all grades.*

**Possession of Stolen Property:** Having in one's possession property obtained without permission of the owner.

*Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.*

**Threatening:** A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to:

A. **Against a Staff Member:** Threatening to strike, attack, or harm any staff member.

B. **Against a Student or Other Person:** Threatening to strike, attack, or harm any student or other person.

*Levels of Disciplinary Consequences: Recommended 2 depending upon the severity of the threat as determined by the Principal or designee, all grades.*

**Matches/Lighters/Similar Products:** Possession, use and/or sale of any matches, lighters, or similar products. All products and matches/lighters will be confiscated.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**Tobacco/E-Cigarette/Vaporizer Products:** Possession, use and/or sale of any tobacco, e-cigarette, or vaporizer products. All products and matches/lighters will also be confiscated.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**Theft:** Assisting or participating in unauthorized control of property generally valued at less than \$100.00 belonging to any school, any organization, or any individual or group without prior permission.

*Levels of Disciplinary Consequences: Recommended 2 grades K-5; Recommended 3, grades 6 and above.*

**Inappropriate Sexual Behavior:** Actions sexual in nature that take place during the school day or during a school event that takes place on or off campus, or disrupts or interferes with educational activities, school-sponsored activities or the school environment. Including, but not limited to:

**Sexual Acts:** Groping, simulated sex, exposing or touching genitalia, masturbation, intercourse, and any other act sexual in nature known as a simulated or genuine sexual act or ought reasonably to be known as a simulated or genuine sexual act.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**False Alarms:** False fire alarm or false emergency call.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**Pornographic Material:** Possession and/or distribution of visual or audio pornographic material that are considered offensive, which is without redeeming social value, or which contain language considered to be vulgar or profane.

*Levels of Disciplinary Consequences: Recommended 1, grades K-5; Recommended 2, grades 6 and above.*

**Disorderly Conduct:** Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested.

*Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.*

**Group or Gang Involvement:** Group or gang involvement includes, but is not limited to: group or gang-related coercion, intimidation, or harassment; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.

*Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.*

**Harassment:** Unsolicited words or conduct that tend to offend, intimidate, alarm or abuse another person that is known or ought reasonably to be known to be unwelcome. This includes

A. **Bullying:** Verbal intimidation, including but not limited to teasing and physical intimidation. For more information, refer to the CCS "Anti-Harassment Policy" included in this Code.

B. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or words and/or conduct of a sexual nature which offend, intimidate, threaten, harass, pressure, alarm, or abuse other people. This includes rape, sexual assault, sexual battery, and sexual coercion. "Other people" is defined as the intended recipient of the action/words and those in close enough proximity to the action/words to have viewed or heard the action/words.

*Levels of Disciplinary Consequences: Recommended 2 depending upon the severity of the threat as determined by the Principal or designee, all grades.*

**Illegal Conduct:** Involvement in any conduct on or off school premises during a school function or event, or on the way to or from school or a school function or event, or at any time or place which violates local, state, or federal law where such conduct poses a danger to the health, welfare, or safety of students, staff, visitors, or interferes with school purposes.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**Threat of Illegal Conduct:** Threat of engaging in the violation of any law at any time that constitutes a danger to the safety of others or is an interference with school purposes.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**The following law violations will result in disciplinary consequences and notification of the appropriate law enforcement agencies. Parents will be notified.**

**Weapons:** Possession, use, concealment, distribution, purchase, or sale of a weapon or aiding in any of the previously listed actions, including, but not limited to a knife, cutting instrument, cutting tool, nunchaku/nunchucks, firearm, shotgun, rifle, weapon, explosive, chemical agent dispenser, bullet, or any other tool, instrument or implement capable of inflicting serious bodily injury or any other object that can reasonably be considered a weapon. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker, school bag, duffel bag, desk, vehicle, purse, handbag, or any other personal effect; under the student's control while on school property, on a property being used by the school, at any school event, at any school event held away from the school, or while the student is on his/her way to/from school. This includes possession of weapons in personal vehicles while on school premises and in vehicles used for official school purposes and at school-sponsored activities. When a student possesses a weapon, absent special education issues, a formal hearing will be held.

*Levels of Disciplinary Consequences: Required 4, all grades.*

**Arson:** Setting fire to any school building or property.

*Levels of Disciplinary Consequences: Recommended 4, all grades.*

**Assault:** Harming or fighting in a way that causes significant bodily injury, impairment or disfigurement or has the potential to cause significant bodily injury, impairment or disfigurement. This includes sexual assault.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

## **Narcotics/Drugs**

Under the influence of illegal drugs, alcohol, and/or other substances, such as, but not limited to, over-the-counter medications, bath salts and/or other synthetic drugs, and/or prescription medications on school property, on the school bus and to/from school.

*Levels of Disciplinary Consequences: Recommended 3 and referral to Support Team for At-Risk Students.*

Possession, manufacturing, sale, distribution of, and/or use of illegal drugs, drug/alcohol paraphernalia, and/or alcohol on school property, on the school bus and to/from school. This includes, but is not limited to: steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants, or any substance which is or is represented to be a narcotic or alcoholic beverage. This also includes sale, distribution, and/or manufacturing of on school property of other substances, such as, but not limited to, over-the-counter medications, bath salts and/or other synthetic drugs, and/or prescription medications.

*Levels of Disciplinary Consequences: Recommended 4, all grades.*

**Theft:** Assisting or participating in theft, theft by force, repeated petty theft, possession of stolen property and/or taking or accepting stolen property generally valued in excess of \$100.00.

*Levels of Disciplinary Consequences: Recommended 3, all grades.*

**Firearms:** Possession of a loaded or unloaded firearm, laser gun, electronic stun gun, or any weapon or device that expels a projectile by the action of an explosive. Possession, purchase and/or sale of any item represented to be a firearm, or any weapon or device that expels a projectile by air.

*Levels of Disciplinary Consequences: Recommended 4, all grades.*

## **Transportation Guidelines, Violations & Consequences**

Students who wish to enjoy the privilege of riding a bus to and from school must follow certain rules and regulations in order to help ensure safe and orderly bus transportation. The bus is an extension of the school. The goal is to help students demonstrate proper behavior on the bus. The Chief Executive Officer/Principal or their designee working with bus drivers, parents, and other school transportation department personnel have the responsibility and authority to handle discipline incidents, which occur on the bus and at bus stops. Transportation provided by a student's home school district is provided via non-CCS owned vehicles, and the drivers are not CCS employees. The bus driver or CCS administrators may assign specific seats to the students riding a bus. The bus driver or CCS administrators may restrict certain objects from being transported on a bus when space does not permit for its transport, i.e. large instruments, sports equipment, animals, etc. Seat belts must be worn by students on those vehicles on which they are installed.

The following section describes violations that interfere with safe transportation and outlines disciplinary action that the Chief Executive Officer/Principal or their designee may take in helping to correct the situation and ensure the safety of students and staff.

**The CCS Student Code of Conduct is applicable and enforceable while students are transported via bus to/from school or school sponsored events.** Additionally, all disruptive behaviors are prohibited including, but not limited to: standing and moving about; not sitting in assigned seat; using improper language/gestures; repeatedly bothering others; eating/drinking on bus without permission; lighting matches and/or lighters; throwing objects inside or outside of bus; putting head, hands, and/or feet outside of window; opening emergency door; using obscene language, profanity, threats, racial remarks, inflammatory statements; smoking; or refusing to comply with reasonable request from transportation staff. Any student who engages in disruptive behavior while being transported via bus to/from CCS will be subject to disciplinary consequences up to and including expulsion. Parents will be expected to provide transportation for any student whose privileges have been suspended or revoked. Lack of transportation is not a lawful excuse for a school absence or late arrival.