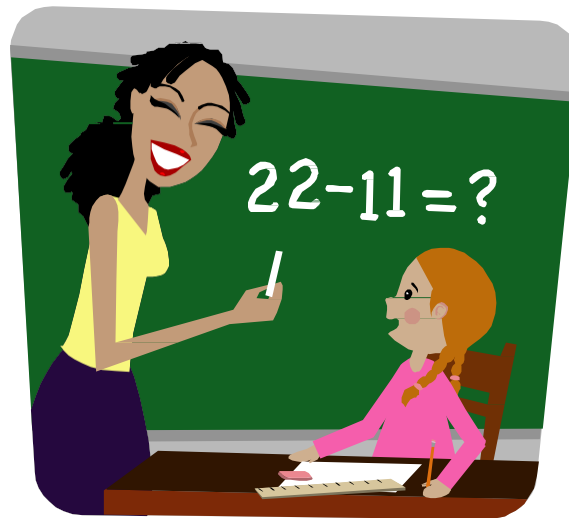


york
ACADEMY
regional charter school



2016-2017 STUDENT/PARENT CODE OF CONDUCT

Revised
July 2016

The York Academy Regional Charter School Regional Charter School will provide students with a challenging learning environment that opens doors for growth, opportunity, and Executive excellence.

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Statutory Authority

Public schools are governed by the complex interaction of the U.S. Constitution, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, and the regulations of the State Board of Education, adopted policies of the Board of School Directors, and court decisions.

The general authority of school officials can be found in Section 510 of the School Code, which reads in part: *“The Board of School Directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs...as well as regarding the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the Board of School Directors and teachers, including the time necessarily spent in coming to and returning from school.”*

Policy Statement

The Board of Trustees of the York Academy Regional Charter School has the authority to make reasonable and necessary expectations governing the conduct of students in school. The Board of Trustees of York Academy Regional Charter School is committed to creating a safe and positive learning environment wherein students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the school community.

Purpose

The purpose of the Student Code of Conduct is to define the rights and responsibilities of student and parent members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

The York Academy Regional Charter School complies with all applicable federal, state, and local laws in providing equal opportunity to all Charter School students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, color, familial status, religious creed, ancestry, handicap or disability, age, sex, national origin, the use of a guide or support animal because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals.

Scope of Student Code of Conduct

This Code of Conduct applies to conduct of the York Academy Regional Charter School students that occur:

- During such times as they are under the supervision of the school, including the time they are in attendance at the school as well as the time necessarily spent in coming to and returning from school
- Off school grounds at any school-related activity, function or event;

- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; (ii) or substantially and materially disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation.

Rights and Responsibilities of Students

General

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school expectations and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

Students may not interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- (1) Be aware of all expectations and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until an expectation is waived, altered, or repealed in writing, it is in effect
- (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes
- (4) Assist the school staff in operating a safe school for the students enrolled therein
- (5) Comply with Commonwealth and local laws
- (6) Exercise proper care when using public facilities and equipment
- (7) Attend school daily and be on time at all classes and other school functions
- (8) Make up work when absent from school
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities
- (10) Report accurately in student media
- (11) Not use obscene language in student media or on school premises

Attendance

Absences

If your child will be absent from school, please call the school at **717-801-3900**. You may call anytime and leave a message on the answering machine. When the student returns from being absent, they have **3 days** to turn in a signed excuse blank. If the excuse is not turned in within 3 days, the absence will be **unlawful**.

After a student accumulates 3 unlawful absences, the school is responsible to:

- Develop a Truancy Elimination Plan in partnership with the student and parent/guardian.
- Notify the district magistrate and/or Children and Youth Services of all subsequent unlawful absences.

If a student accumulates **10 absences** (excluding preapproved educational trips, death in family, or religious holidays), the school will require that all subsequent absences be excused by a physician.

Tardy

Your child is expected to arrive at school between 7:30 am and 7:55 am and in the classroom no later 8:00 am each day. Students arriving after 8:00 am will be marked tardy unlawful unless arriving from a scheduled appointment with a note from the doctor. **Four unlawful tardies/early dismissals will result in 1 unlawful absence day from school.**

If a student arrive late for any other reason it is considered **tardy unlawful**. Any student arriving after 8:00 am or leaving before 3:30 pm will be considered a **½ day absence and will require a signed excuse card.**

Trips

A student is allowed 5 educational trip days per school year. A trip form is available in the school office and on the website and must be completed and **approved two weeks prior to the trip. Trips may not be taken in the first ten or last ten days of school.**

Guidelines and Consequences for Student Behavior

Students may not engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety, or welfare of any member of the school community, or that disrupts or undermines the educational mission of York Academy Regional Charter School.

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

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

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Such means may include counseling the student; conferencing with the parent/s; assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to 10 consecutive school days, expulsion for a period of more than 10 consecutive school days, or permanent expulsion.

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

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

Dress and Grooming Guidelines

Students attending York Academy Regional Charter School will be required to adhere to the dress code established by the Board of Trustees. Parents are asked to assure that primary/elementary children are dressed appropriately for school.

Clothing must be clean and in good repair; must not include any logos except the logo of the York Academy Regional Charter School; and be of the correct size.

Kindergarten through Grade 5

Shirts and Tops

- Shirts or tops must be white or light blue in color
- Shirts and tops must be short or long-sleeved with a collar, such as an oxford or polo shirt
- Shirts and tops must be tucked in the pants at all times
- Sweaters, sweatshirts, vests, and cardigans are permitted; however, these articles must be either **SOLID** white or **SOLID** navy blue in color and may not have hoods
- T-shirts and hooded sweatshirts may not be worn in school or the classroom

Pants/Shorts

- Pants or shorts for boys must be navy blue in color
- Pants, shorts, skorts, skirts, polo dresses, or jumpers for girls must be navy blue
- Belts must be worn if the pants or shorts provide for belts
- Cargo-style pants, jeans, and sweatpants are not permitted

Shoes and Socks

- Shoes must be predominately black, brown, navy, or white
- Socks must be black, brown, navy or white and are required for all students
- Tights may be worn by girls and must be **SOLID** black, brown, navy, or white
- Athletic shoes (sneakers) may be worn as part of the school uniform; however, these shoes must be predominately black, brown, navy, or white
- Open-toed shoes and flip-flops are not permitted

Physical Education Attire

- Walking or running athletic shoes (sneakers) that will not mark the floor, are required for physical education classes. Children will be permitted to leave these shoes at school provide they are stored in a bag of some type.

Outerwear

- Outerwear may not be worn in school. During colder weather, students may wear a sweater or sweatshirt as designated above.
 - Clothing should be clean and free of suggestive or vulgar printing or pictures. Clothing which disrupts the educational process by style or appearance is prohibited. In an effort to ensure reasonable standards of modesty and promote individual dignity, clothing that reveals undergarments is inappropriate and may not be worn during the regular school day. The exposure of bare midriffs, chests, or sexually revealing clothing is not appropriate for the school setting and will not be permitted. Baggy, sagging, oversized, or wide-legged pants are not permitted. Excessively tight clothing is not permitted. Belts are to be of an appropriate length and may not hang below the waist.
 - Hair styles, color, and cosmetics, which disrupt the educational process by style and appearance, are prohibited. Out of respect for tradition, it is inappropriate to wear a hat in school. Upon arrival to school, hats, headbands, bandanas, or other head coverings are to be removed and placed in lockers or teacher-designated areas until the normal dismissal time. Exceptions to this rule must have administrative approval. A student who requests to wear a head covering in school for a valid religious and/or medical purpose will be granted approval as an appropriate exception.
 - In order to improve the overall safety of our schools, the wearing of coats or jackets in the school building will not be allowed. Students are requested to remove their coats prior to homeroom and place them in lockers or teacher-designated areas until needed for outdoor activities or dismissal.
 - Students wearing prohibited dress will be referred to the office. Referred students will be offered an opportunity to correct their attire. Students who do not comply will be subject to disciplinary action. Final determination of acceptable dress and grooming rests with the Chief Executive Officer.

Grades 6 and 7

Shirts and Tops

- Shirts or tops must be white, light blue, or maroon in color
- Shirts and tops must be short or long-sleeved with a collar, such as an oxford or polo shirt
- Shirts and tops must be tucked in the pants at all times
- Sweaters, sweatshirts, vests, and cardigans are permitted; however, these articles must be either **SOLID** white or **SOLID** navy blue in color and may not have hoods
- T-shirts and hooded sweatshirts may not be worn in school or the classroom

Pants/Shorts

- Pants or shorts for boys must be navy blue or khaki in color
- Pants, shorts, skorts, skirts, polo dresses, or jumpers for girls must be navy blue or khaki
- White or blue shirts must be worn with navy pants or shorts. Maroon shirts must be worn with khaki pants or shorts.
- Belts must be worn if the pants or shorts provide for belts
- Cargo-style pants, jeans, and sweatpants are not permitted

Shoes and Socks

- Shoes must be predominately black, brown, navy, or white
- Socks must be black, brown, navy or white and are required for all students
- Tights may be worn by girls and must be **SOLID** black, brown, navy, or white
- Athletic shoes (sneakers) may be worn as part of the school uniform; however, these shoes must be predominately black, brown, navy, or white
- Open-toed shoes and flip-flops are not permitted

Physical Education Attire

- Walking or running athletic shoes (sneakers) that will not mark the floor, are required for physical education classes. Children will be permitted to leave these shoes at school provide they are stored in a bag of some type.

Outerwear

- Outerwear may not be worn in school. During colder weather, students may wear a sweater or sweatshirt as designated above.

Clothing should be clean and free of suggestive or vulgar printing or pictures. Clothing which disrupts the educational process by style or appearance is prohibited. In an effort to ensure reasonable standards of modesty and promote individual dignity, clothing that reveals undergarments is inappropriate and may not be worn during the regular school day. The exposure of bare midriffs, chests, or sexually revealing clothing is not appropriate for the school setting and will not be permitted. Baggy, sagging, oversized, or wide-legged pants are not permitted. Excessively tight clothing is not permitted. Belts are to be of an appropriate length and may not hang below the waist.

Hair styles, color, and cosmetics, which disrupt the educational process by style and appearance, are prohibited. Out of respect for tradition, it is inappropriate to wear a hat in school. Upon arrival to school, hats, headbands, bandanas, or other head coverings are to be removed and placed in lockers or teacher-designated areas until the normal dismissal time. Exceptions to this rule must have administrative approval. A student who requests to wear a head covering in school for a valid religious and/or medical purpose will be granted approval as an appropriate exception.

In order to improve the overall safety of our schools, the wearing of coats or jackets in the school building will not be allowed. Students are requested to remove their coats prior to homeroom and place them in lockers or teacher-designated areas until needed for outdoor activities or dismissal.

Students wearing prohibited dress will be referred to the office. Referred students will be offered an opportunity to correct their attire. Students who do not comply will be subject to disciplinary action. Final determination of acceptable dress and grooming rests with the Chief Executive Officer.

School Bus / Van Rules and Regulations

For safety reasons, appropriate conduct is imperative on the school bus/van. The driver has the same authority on the bus/van as a teacher has in the classroom. The driver is required to assign seats. Misconduct on the bus/van may lead to temporary and even permanent loss of transportation privileges. The general school bus/van rules and regulations are:

1. Follow directions at all times
2. Remain seated in your assigned seat at all times, facing forward with feet on the floor, unless the driver directs you to move
3. Do not use foul or rude language, make rude gestures, or talk loudly
4. No pushing, shoving, or fighting
5. Eating, smoking, or drinking any beverage will not be permitted on the bus
6. Arms and hands are not to be extended outside the bus/van windows
7. Students must ride their assigned bus/van, unless prior approval from the Chief Executive Officer has been obtained

8. Keep personal possessions out of the aisle
9. Paper or litter must be deposited in the proper trash receptacle, not on the floor

If these rules and regulations are not followed, riding privileges may be suspended. A student's privilege of riding the bus/van may be revoked because of misconduct while on the bus, while going to and from the bus stop.

School Bus / Van Disciplinary Procedures

Proper conduct on a school bus/van is imperative for the safety of all students on the bus/van. Therefore, violations of the bus/van conduct rules will be taken seriously and students disciplined accordingly. Video surveillance will occur on school buses/vans periodically; and those video recordings may be used for investigative or disciplinary purposes. The progressive discipline outlined below will be strictly enforced.

Level I Expectations

Various means may be used by school personnel on a case by case basis to discourage violations of Level I Expectations. Such means may include: counseling the student; conferencing with the parents; assigning extra responsibilities at school; assigning community service; detention; in-school suspension; or out-of-school suspension for up to ten (10) consecutive school days. A single violation of a Level I Expectation generally will not result in a referral for expulsion. However, a single violation of a Level I expectation can result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days if, after reviewing all of the circumstances, the administration of York Academy Regional Charter School determines that such a referral is appropriate.

Expectation 1 Students may not disrupt the school or the learning environment.

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

Expectation 2 Students shall not use offensive language.

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination or harassment of any kind
- A student will be considered to have violated this expectation if he or she makes libelous or slanderous remarks directed at another member of the school community
- A student will violate this expectation if he or she sends or forwards any offensive, sexually-oriented, obscene, vulgar, or threatening messages, pictures, or symbols from any source to any member of the school community
- A student will violate this expectation if he or she wears or displays any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang

Expectation 3 Students shall maintain good records of attendance.

- The following, although not exhaustive, will be considered violations of this expectation:
 1. **Three (3) unexcused absences** results in a verbal warning sent home by truancy officer or the home school district
 2. After **ten (10) excused absences** only medical / physician notes are acceptable
 3. **Four (4) unexcused late arrivals/departures** are equivalent to **one (1) unexcused absence**
 4. Failing to report to class without a valid excuse

Expectation 4 Students shall maintain the highest standards of Executive honesty and integrity.

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

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

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

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

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

- The following, although not exhaustive, shall be considered violations of this expectation:
 1. Giving his or her password to another individual
 2. Using another's password
 3. Illegally downloading copyrighted material from the Internet
 4. Purposely or recklessly visiting sites on the Internet that contain sexually explicit or otherwise offensive materials
 5. Harming, damaging, or disrupting hardware or software
 6. Harming or destroying the data of another person or student
 7. Harming or destroying the Internet or other school networks
 8. Purposely or recklessly creating, downloading, or uploading a computer virus
 9. Breaking into or hacking into other files or systems
 10. Accessing or altering school records, information, or files without express permission
 11. Conducting any business enterprise
 12. Sending by electronic mail or other forms of electronic communication (such as texting, Twitter, posting on any social networking site, posting on any bulletin board, newsgroup, or chat group) material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate. Accessing, reviewing, displaying, or storing such materials in the York Academy Regional Charter School's Computer Resource shall also be a violation of this expectation

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

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

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

- Students will be held responsible for their purposeful, reckless, and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this expectation:

1. Physical contact by pushing, punching, shoving, slapping, or hitting
2. Physical contact by kicking
3. Throwing any object that may cause injury to another or any member of the school community
4. Biting
5. Spitting
6. Rough-housing or horseplay

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

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

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

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

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

- A pattern of violations of this expectation may result in expulsion or placement of the student in an alternative school that addresses issues of substance abuse

Expectation 13 Students may not possess, use, distribute, or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol, or any other intoxicant or related paraphernalia while on property owned by, leased, or licensed to the school, or while at any school-sponsored or school-related activity or event. No violation of this expectation will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician, and approval by the school nurse in accordance with the school's Medications Policy.

- A pattern of violations of this expectation may result in expulsion or placement of the student in an alternative school that addresses issues of substance abuse

Expectation 14 Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain, or ridicule.

- Continual treats, harassment, bullying, or intimidation are considered and treated as Level II expectation

Expectation 15 Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch the genitalia of another.

- Sexual assault, acts, or harassment shall not be considered violations of this expectation, but shall be treated as Level II offenses

Level II Expectations

Students who engage in activities that violate any federal, state, or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the school. Violations of Level II expectations will likely result in suspension from the York Academy and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than 10 consecutive school days. A lesser penalty may be imposed if, after reviewing all of the circumstances, the administration believes that such a lesser penalty is appropriate.

Expectation 16 No student shall engage in repeated violations of this Code.

- A student has engaged in repeated violations of this Code if the student has previously been warned or disciplined for violations of this Code
- A student who repeatedly violates this Code may be subject to suspension and expulsion

Expectation 17 Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening, or damaging the safety or reputation of any member of the school community.• The following, although not exhaustive, shall be considered violations of this expectation:

1. Unwelcome sexual advances
2. Requests for sexual relations and/or favors
3. Sexually-oriented gestures, sounds, remarks, or comments
4. Sexual comments
5. Offensive remarks or comments related to a person's race, gender, religion, disability, national origin, or sexual origin
6. Efforts to intimidate or bully

Any of the above actions or any other conduct which may reasonably be considered as a violation of this Expectation, whether in written, oral, electronic, or digital form is subject to disciplinary consequences.

Expectation 18 Students shall not engage in any consensual sexual acts, nor shall they force or attempt to force any other member of the school community to engage in any sexual act.

Expectation 19 Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member, or any other employee or agent of the school, or any member of the school community.

Expectation 20 Students shall not cause, attempt to cause, or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.

Expectation 21 Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by the school any weapon.

- For the purposes of this expectation, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaks, firearm, shotgun, rifle, and any other tool, instrument capable of inflicting serious bodily injury

The term “weapon” will also include items which are replicas or look-alike weapons (capable of causing one to believe it is a weapon) whether or not actually capable of inflicting bodily injury, and whether or not sold as toys. Examples of such items include, but are not limited to, toy guns, blank gun, paint ball guns, starter pistols, models, replicas, pellet guns, BB guns/pistols, CO-w guns/pistols, fake knives, replicated military devices, etc.

- The following steps shall be taken by appropriate personnel at the school in the event a student violates this expectation:
 1. The student will be detained and, where possible, brought to the office of the Chief Executive Officer or designee;
 2. The incident may be reported to any other appropriate authority;
 3. The parent/s or guardian/s of the student will be immediately notified;
 4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

An Incident Report will be filed and shall contain: Circumstances of possession and discovery of the weapon; action taken by police or other authority in response to the call for assistance; action taken by the school, including details of contact with parent/s or guardians, filing of the report, and notice to policy or other authority; an image of the weapon; a report to the Pennsylvania Department of Education.

Expectation 22 Students shall not engage in or attempt to engage in any conduct which endangers the health, safety, or welfare of any other member of the school community.

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

Disciplinary Action

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

Exclusion

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

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

(i) Suspensions may be given by the Chief Executive Officer or designee in charge of York Academy Regional Charter School.

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

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

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

(v) Suspensions may not run consecutively beyond the 10 school day period

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

(2) Expulsion is exclusion from school by the Board of Trustees for a period exceeding ten (10) school days and may be permanent expulsion from the school roster. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

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

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

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

- The initial responsibility for providing the required education rests with the student's

parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the Chief Executive Officer

- Within thirty (30) days of action by the Board, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within ten (10) days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act
- If the approved educational program is not complied with, the York Academy Regional Charter School may take appropriate action to ensure that the child will receive a proper education

Exclusion from classes—in-school suspension.

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective

(b) Communication to the parents or guardian shall follow the suspension action taken by the school

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

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the exclusion from class

Hearings

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing

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

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

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

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

- (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses
 - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined
 - (7) The student has the right to testify and present witnesses on his own behalf
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent
 - (9) The proceeding shall be held within fifteen (15) school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim
 - (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision
- (c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended
- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians, and school officials to discuss ways by which future offenses might be avoided
 - (2) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given
 - (iii) A student has the right to question any witnesses present at the hearing
 - (iv) A student has the right to speak and produce witnesses on his own behalf
 - (v) The school entity shall offer to hold the informal hearing within the first five (5) days of the suspension

Discipline of Students with Disabilities

York Academy Regional Charter School shall comply with the Individuals with Disabilities Education Improvement Act and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, or conduct injuries to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), Behavioral Intervention Plan, Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

Anti-Discrimination/Anti-Harassment

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

If a student believes he or she is the victim of harassment or discrimination, he or she shall report the alleged harassment or discrimination to the Chief Executive Officer or to another Administrator if the Chief Executive Officer is the accused. Any student who believes he or she is the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees in accordance with the Complaint Policy established by the Board.

The School or the Board of Trustees will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state, or local law and the policies established by the Board of Trustees of York Academy Regional Charter School.

Nothing in this Code shall be construed to discourage or prohibit a student who feels he or she has been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority.

Anti-Bullying

The Board recognizes the importance of a safe school environment to the educational process at the York Academy Regional Charter School. The Board has determined that a safe and civil environment in school is necessary for students to learn and to achieve high Executive standards. Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at the York Academy. Because students learn by example, school administrators, faculty, staff, students, and volunteers are directed to: demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying.

"Bullying" is 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 the school and the outside of school

and the York Academy Regional Charter School 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.

A "school setting" shall mean in the school, on school grounds, on school property, at any school testing sites or other sites used by the school, in school vehicles, at designated bus stops, or at any activity sponsored, supervised, or sanctioned by the school and any time spent necessarily traveling to and from these locations. Additionally, as indicated above, any student whose out-of-school conduct materially interferes with or substantially disrupts the educational process in York Academy Regional Charter School may be subject to this Policy.

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 the 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, and community members.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the Chief Executive Officer of the school.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension from the York Academy or expulsion or other disciplinary removal from the York Academy, in the case of a student, or suspension or termination in the case of an employee, as set forth in York Academy Regional Charter School's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying 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 the school's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board.

The Board requires the Chief Executive Officer at the school to be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this Policy to the Chief Executive Officer. 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. Reports may be made anonymously, but formal

disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Board requires the Chief Executive Officer to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Chief Executive Officer shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the Chief Executive Officer.

The Board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

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

The Board requires school officials to annually disseminate the Policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, or in a school vehicle and to develop procedures for investigating and addressing any alleged violations of this Policy.

The Board further requires school officials to ensure that this Policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the Policy is adopted and at least once each school year thereafter.

The Board directs Administration to develop procedures necessary to implement this Policy and to develop appropriate prevention, intervention and education strategies related to bullying.

The Board directs that this Policy be included in the Student Handbook/Code of Conduct and be made available on the school's website as well as in a prominent location at the school's main office.

York Academy Regional Charter will comply with applicable federal and state laws relating to bullying, including but not limited to those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code, the Public School Code, and the applicable House Bill 12 of Title 22 of the Pennsylvania Code, the Public School Code, and the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying.

York Academy Regional Charter will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code 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. A copy of Chapter 711 is available upon request.

The York Academy Regional Charter School will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

TO REPORT AN ACT OF BULLYING, CONTACT THE CHIEF EXECUTIVE OFFICER OF YORK ACADEMY REGIONAL CHARTER AT: 32 WEST NORTH STREET, YORK, PA 17401.

PARENT INFORMATION

Change of Address/Information

According to our school policy, any time you move, we will need to verify that you wish to remain enrolled at York Academy Regional Charter School. You will need to fill out an address change form, provide an updated proof of residency document as well as update the emergency information card. Contact the office prior to your move to obtain these forms.

Emergency Information Card

We **MUST** have an up-to-date emergency number for every student. If this information changes, please contact the school.

Transfers/withdrawals

Should it become necessary for a student to withdraw or transfer from school, you will need to contact the school office and fill out a student withdrawal form.

Medications

Medications (including non-prescription and homeopathic remedies) should be given at home if at all possible. If it is absolutely necessary for medications (prescriptions, over-the-counter, and/or herbal remedies) to be given during the school day, a Medication Order must be completed by a medical provider and returned to the school nurse. For the safety of all students, a responsible adult must bring medications to school. Please notify the school nurse of any changes in your child's medical history or if you have any questions regarding medical distribution.

Promotion/Retention

Retention as an intervention to improve student achievement may not be effective and should only be considered very judiciously. As part of this process, parents shall be informed as soon as possible that their child is not progressing in a manner that would indicate a likelihood of success at the next grade level. The final decision regarding non-promotion must be a team decision. All decisions to promote or retain will be made with the welfare of the student as the primary consideration; however, the school does not advocate social promotion for regular education students.

School Hours

The student day is from 8:00 AM until 3:30 PM. Students should be in their classrooms before 8:00 AM or they are considered tardy and must be signed in by a parent or guardian in the front office.

Student Arrival/Departure

Students may begin to arrive at the school no earlier than 7:30 AM to attend breakfast. If you pick up your child after school and your child is usually a bus rider, please be sure to contact the school office and inform them of the change. If you must pick up your child during the day, please report to the office and sign out the child. The office will notify the teacher to send your child down to the office.

School Closings and Delays

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. Parents should watch Fox 43 and/or WGAL News 8 for early dismissal and closings. York Academy Regional Charter School's administration will send out a parent notification message through an automated calling system informing parents of the early dismissal or closing. Please refrain from calling the school during this time.

State and Federal Law

To the extent anything in this Code could be construed to conflict with federal or state law, regulations, or policies, the federal or state law, regulation, or policy controls. To the extent that anything in this Code could be construed to conflict with the Charter of York Academy Regional Charter School, the Charter will control.

**STUDENT/PARENT
CODE OF CONDUCT VERIFICATION**

To verify that you have reviewed the Student/Parent Code of Conduct, please sign the following statement and return to your child's teacher:

Student Name: _____

Grade: _____

Teacher Name: _____

STUDENT: I have reviewed the Student Code of Conduct with my parent or guardian and understand my responsibilities.

Student Signature: _____

Date: _____

PARENT/GUARDIAN: I have reviewed the Student Code of Conduct with my child and understand my responsibilities to the school. My positive participation is vital to my child/children's success at York Academy Regional Charter School

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

