

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: STUDENTS
	TITLE: 265 – CODE OF CONDUCT
	ADOPTED: September 1, 2009
	REVISED: April 11, 2017

Policy Statement

The Board of Trustees of Seven Generations Charter School (“Charter School”) will have the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees is committed to creating a safe and positive learning environment wherein students learn to be kind, compassionate, respectful, hardworking, independent, resourceful, and well-adjusted individuals. Such an environment requires, of course, that students recognize their rights and responsibilities, as well as those of other students, teachers, parent/guardians, administrators, and members of the school community.

Purpose

The purpose of this Student Code of Conduct is to define the rights and responsibilities of student and parent/guardian 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 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. § § 951²963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

Scope of Student Code of Conduct

This Code of Conduct applies to conduct of the Charter School student[s] that occurs:

- 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; or (ii) 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

Our agreed upon school rules are:

1. Be respectful of other people, the environment, and materials.
2. Be mindful
3. Be safe
4. Be your best self

Student responsibilities include:

1. Move through the building in an orderly and quiet manner
2. Respect the body, feelings, and property of others
3. Use all school facilities, equipment, and materials properly
4. Respect all teachers, administrators, and greater community members and follow their directions
5. Attend regularly and arrive on time
6. Come to school prepared for indoor and outdoor learning experiences
7. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
8. Use appropriate work habits
9. Complete academic work in accordance with teacher directions and expectations
10. Learn and follow all school rules and regulations

To foster a positive school culture at Seven Generations Charter School, teachers, administration, and community members model, teach, and reinforce these positive behaviors.

Guidelines and Consequences for Student Behavior

We will model, teach, and reinforce positive behaviors at Seven Generations. When necessary, we will assign restorative and logical consequences. None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of the Seven Generations will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code to the extent appropriate. 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.

Seven Generations 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. These consequences include, but are not limited to, suspension and expulsion. When and where possible, restorative practices and logical consequences will be applied.

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.

The Charter School shall comply with the Individuals with Disabilities Education Improvement Act and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

Level I

*Indicates mandatory action

Offense	1 st Occurrence	2 nd Occurrence	3 rd Occurrence
<i>Disobedience of teacher, administrator, or community member direction and/or forgery of signed document</i>	-Take a break -Redirection -Oral or written apology	-Buddy teacher -Parent/guardian contact -Teacher/Student conference	-Administrative/ Counselor referral* -Student reflection form* -Individual behavior plan -Parent/guardian conference -Detailed behavior report*
<i>Late arrival to class without valid excuse</i>	-Reminder -Make up time	-Same as 1 st occurrence -Parent/guardian contact -Teacher/Student conference -Loss of class socialization time	-Administrative/ Counselor referral* -Parent/guardian conference -Supervised escort -Detailed behavior report*
<i>Loitering in hallway with or without a pass or leaving learning environment without permission</i>	-Reminder -Make up time	-Same as 1 st occurrence -Parent/guardian contact -Teacher/Student conference	-Administrative/ Counselor referral* -Individualized scheduling plan -Supervised escort -Detailed behavior report*
<i>Unauthorized use of cell phones, Walkman, Ipod, MP3 players, and/or portable gaming systems</i>	-Reminder -Confiscate until end of day	-Confiscate until parent/guardian contact -Teacher/Student conference	-Loss of privilege to carry on person (will be housed in office only for emergencies) -Detailed behavior report*
<i>Running or excessive noise-making in hallways or classrooms</i>	-Reminder -Student displays appropriate action -Oral or written apology to affected area	-Same as 1 st occurrence -Teacher/Student conference -Oral or written apology to affected area	-Administrative/ Counselor referral* -Student reflection form* -Educate younger grade level on appropriate action -Detailed behavior report*
<i>Offensive language not directed toward another individual</i>	-Reminder -Acceptable replacement language provided	-Same as 1 st occurrence -Student phones parent/guardian to repeat offensive language	-Same as 2 nd occurrence -Administrative/ Counselor referral* -Detailed behavior report*
<i>Cheating and/or copying from another student</i>	-Removal from location -Privacy divider -Teacher/Student conference -No credit (Middle School only) -Parent/guardian contact (Middle School only)	-Alternative test -Teacher-directed independent work location -Parent/guardian contact -No credit for assignment	-Administrative/ Counselor referral* -Student reflection form* -No credit for assignment -Detailed behavior report*

<i>Plagiarism (Elementary School)</i>	-Teacher/Student conference -Rewrite of assignment	-Parent/guardian contact -No credit for assignment	-Same as 2 nd occurrence -Administrative/ Counselor referral* -Student reflection form* -Detailed behavior report
<i>Violation of Internet Use Policy</i>	-Review violated portion of Policy -Parent/guardian contact	-Revoke privilege for 1 trimester -Parent/guardian contact -Teacher/parent/guardian conference -Detailed behavior report*	-Revoke privilege for remainder of year -Parent/guardian contact -Teacher/parent/guardian conference -Detailed behavior report*
<i>Physical harm as a result of horseplay, roughhousing, or lack of body control</i>	-Take a break -Oral or written apology -Demonstrate preventative behavior -Injured child reports to nurse* -Detailed behavior report*	-Parent/guardian contact -Temporary removal from activity -Oral or written apology -Teacher/Student conference -Detailed behavior report*	-Administrative/ Counselor referral* -Student reflection form* -Restriction of activity privilege -Detailed behavior report*
<i>Threats causing fear or apprehension of injury, pain and/or ridicule (Elementary School)</i>	-Parent/guardian contact -Teacher/student conference -Student reflection form* -Detailed behavior report*	-See Level II consequences	-See Level II consequences
<i>Theft of school or personal property (valued below \$20)</i>	-Parent/guardian contact -Teacher/parent/guardian/student conference -Return or replacement of stolen good* -Student reflection form*	-Same as 1 st occurrence -Administrative/ Counselor referral* -Detailed behavior report*	-See Level II theft consequences
<i>6 Level I violations reached in one offense category</i>	-See Level II consequences	n/a	n/a

Level II

*Indicates mandatory action

Offense	1 st Occurrence	2 nd Occurrence	3 rd Occurrence
<i>Possession of look-alike or toy weapon</i>	-Administrative/ Counselor referral* -Phone call to parent/guardian by administrator -Item confiscated* -Reflection on safety -Detailed behavior report*	-Same as 1 st occurrence -Alternative instruction* -Individualized classroom re-entry plan* -Detailed behavior report*	-Same as 2 nd occurrence -Alternative instruction or out-of-school suspension* -Detailed behavior report*

<i>Offensive, slanderous, or libelous language directed toward another individual</i>	<ul style="list-style-type: none"> -Apology -Phone call to parent/guardian repeating the offensive language -Teacher/Student conference -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 1st occurrence -Administrative/Counselor referral* -Constructive phrases chart/list creation or related education research/presentation -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 2nd occurrence -Possible alternative instruction or out-of-school suspension -Individualized classroom re-entry plan* -Detailed behavior report*
<i>Damage, defacement, or destruction of school or personal property regardless of permanence</i>	<ul style="list-style-type: none"> -Repair damage or school beautification service time* -Letter of apology -Parent/guardian contact -Teacher/Student conference -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 1st occurrence -Parent/guardian Conference -Supervised escort of scheduled breaks (for determined amount of time) -Administrative/Counselor referral* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 2nd occurrence -Loss of privilege -Alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*
<i>Theft of school or personal property (valued between \$20-\$200)</i>	<ul style="list-style-type: none"> -Parent/guardian conference -Student reflection form* -Apology -Return or replacement of stolen good* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 1st occurrence -Administrative/Counselor referral* -Alternative instruction -Individualized classroom re-entry plan* -Contact police department* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 2nd occurrence -Out of school suspension -Detailed behavior report*
<i>Intentional physical harm toward a member of the school community</i>	<ul style="list-style-type: none"> -Administrative/Counselor referral* -Parent/guardian conference -Student reflection form* -Removal from environment* -Review and resigning of anti-bullying policy* -Student harmed must go to nurse* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 1st occurrence -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 2nd occurrence -Alternative instruction or out-of-school suspension -Detailed behavior report*
<i>Threat to any member of the school community causes fear or apprehension of injury, pain and/or ridicule</i>	<ul style="list-style-type: none"> -Administrative/Counselor referral* -Parent/guardian contact -Teacher/Student conference -Reflection form* -Written/oral apology -Review and resigning of anti-bullying policy* -Removal from environment* 	<ul style="list-style-type: none"> -Same as 1st occurrence -Parent/guardian conference -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report* 	<ul style="list-style-type: none"> -Same as 2nd occurrence -Alternative instruction or out-of-school suspension -Detailed behavior report*

	Detailed behavior report*		
<i>Harassing language and/or action toward a member of the school community</i>	-Administrative/Counselor referral* -Parent/guardian conference -Reflection form* -Written/oral apology -Review and resigning of anti-bullying policy* -Sexual assault liability overview -Removal from environment* -Detailed behavior report*	-Same as 1 st occurrence -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*	-Same as 2 nd occurrence -Alternative instruction or out-of-school suspension -Detailed behavior report*
Plagiarism (Middle School)	-Administrative/Counselor referral* -Detailed behavior report* -No credit for assignment -Optional replacement assignment for partial credit	-Same as 1 st occurrence	-See Level III consequences
<i>Inappropriate Physical Contact of genitalia, breasts, or buttocks (Middle School)</i>	-Administrative/Counselor referral* -Parent/guardian conference -Reflection form* -Written/oral apology -Sexual liability overview -Removal from environment* -Detailed behavior report*	-Same as 1 st occurrence -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*	-Same as 2 nd occurrence -Alternative instruction or out-of-school suspension -Detailed behavior report*
<i>6 Level II violation reached in one offense category</i>	-Administrative/Counselor referral* -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*	n/a	n/a

Level III

Students that engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the School. Violations of Level III rules can result in suspension from the charter school 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 ten (10) consecutive school days.

A Serious Incident Report will be filed with each Level III violation and should contain: Circumstances of and discovery of the situation; 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/guardian/s or guardian/s, filing of the report and notice to Police or other authority; An image of the weapon (if applicable); A report to the Pennsylvania Department of Education.

*Indicates mandatory action

Offense	1 st Occurrence
<i>Activation of fire alarm, security system, smoke detector or any other device which causes disruption, fear, or panic</i>	-Refer to Administration* -Student detainment* -Parent/guardian contact* -Out-of-school suspension/ expulsion -Police contact* -Board hearing to determine student status* -Detailed behavior report*
<i>Possession, use, distribution, or solicitation of any tobacco product or related paraphernalia on school property or while at any school-sponsored or school-related activity or event</i>	-same as above
<i>Possession of any weapon, tool, or instrument capable of inflicting bodily harm</i>	-same as above
<i>Possession, use, distribution of, or solicitation of unauthorized prescription or non-prescription drugs, alcohol, intoxicants, or related paraphernalia on school property or while at any school-sponsored or school-related event</i>	-same as above
<i>Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the school</i>	-same as above
<i>Retaliating against any member of the school community who participated in any investigation or proceeding</i>	-same as above
<i>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</i>	-same as above
<i>Brandishing a weapon, tool, or instrument capable of inflicting body injury and threatening to use to cause bodily harm</i>	-same as above
<i>Theft of school or personal property (valued above \$200)</i>	-same as above
<i>Inappropriate physical contact of genitalia, breasts, or buttocks (Middle School)</i>	-same as above
<i>Repetitive plagiarism (Middle School)</i>	-Board hearing to determine student status* -Detailed behavior report*

Disciplinary Action

Exclusion

Alternative instruction

- (a) A student may not receive alternative instruction unless the student has been informed of the reasons and has been given an opportunity to respond before the consequence becomes effective.

- (b) Communication to the parent/guardians or guardian shall follow the alternative instruction action taken by the school.
- (c) When the alternative instruction exceeds 10 consecutive school days, an informal hearing with the CEO shall be offered to the student and the student's parent/guardian 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 alternative education.

Suspension or Expulsion

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

- (a) Suspensions may be given by the CEO.
- (b) 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.
- (c) The parent/guardians or guardians shall be notified immediately in writing when the student is suspended.
- (d) When the suspension exceeds 3 school days, the student and parent/guardian/guardian shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
- (e) Suspensions may not be made to run consecutively beyond the 10 school day period.
- (f) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

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

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

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

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

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

(2) Within 30 days of action by the board, the parent/guardians 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 parent/guardians or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act.

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

Administrative Investigation Procedures

- (1) All parties involved in incident are interview with testimonies documented
- (2) Narratives developed based on each testimony
- (3) Code of Conduct consequences referenced
- (4) Consequences meted out per Code of Conduct and CEO purview

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 parent/guardians or guardians by certified mail.

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

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

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

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

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

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

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

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

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

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400²1482).

(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 parent/guardians 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 parent/guardians or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.